…from quotation to business relation

USER MANUAL

Version 1.1 – 29.12.2010

Selected Services GmbH – Chandra HIE

Approval by: Chandra Hie, Selected Services GmbH

Classification: 1-4

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1 Version history

Version	Date	Editor	Comment
1.1	29.12.2010	Chandra HIE	Change of services: free premium services to all users
1.0	22.09.2010	Chandra Hie	First version

2 Introduction

2.1 What is 2relation.com?

2relation.com is the only publicly available, online buyer and supplier platform that provides detailed information on your prospective business partners, e.g. sales data, manufacturing technologies, certificates, DUNS numbers, eCl@ss classifications, machinery, or minimum revenue. With specific features to share and search for information, 2relation.com enables both suppliers and buyers to interact 360 degree among their network and get in touch with prospective clients and new business partners.

2.2 Business values for buyers and suppliers

2.2.1 Values for buyers

In more than 15 years we have learned to understand buyers' specific needs. With its unique functionalities, 2relation.com is dedicated to support buyers in searching and prequalifying new suppliers – based on their specific material group structures. As a result, the lead time of the overall supplier selection process can be significantly reduced.

Not only does the platform provide a place to make powerful connections to like-minded buyers and prospective collaboration partners, it also enables you to reach out to a large number of qualified suppliers and to immediately evaluate their ability to meet your requirements. 2relation.com supports the relationship building and continuous work with all your business partners.

Your added values as registered buyer:

1. Functionality: Professionalize supplier selection processes
2. Efficiency: Reduce expenditures of time and cost
3. Community: Be part of the global buyer community

2.2.2 Values for suppliers

In order to survive and expand business in today's competitive and globalized markets, finding innovative yet efficient ways of strengthening the market position is a must for every supplier. Expanding a business beyond long-established boundaries into the regional and/or global markets opens significantly more opportunities to run a business successfully.

2relation.com provides you with a global platform to boost your business, yet at the same time, minimize your costs. Your supplier profile is the key to establishing new business contacts. As a member of the platform, you will keep track of the visitors to your profile site and gain information on the specific competencies they are looking for. Finding prospective customers is that easy.

Your added values as registered supplier:

1. Business opportunities: Expand your business and revenues
2. Profitability: Save your resources and costs
3. Networking: Enhance your global network

With the services available being free of charge, **2relation.com** provides a powerful business platform to develop your buyer and supplier network systematically.

3 2relation.com Approach

The summary of 2relation process is illustrated in Figure 3.1. To reap maximized values for your company, it is recommended to follow the processes described in the figure.

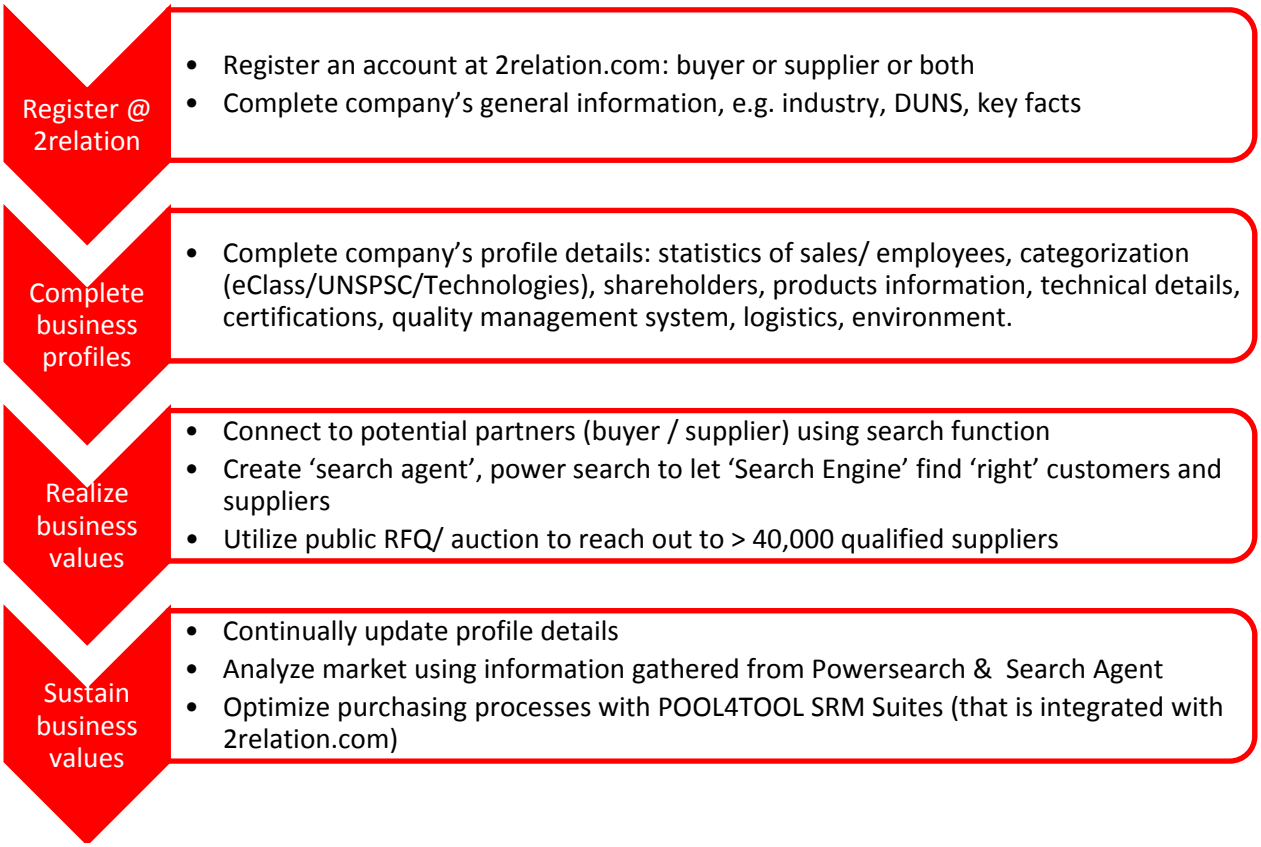

Register @ 2relation
Register an account at 2relation.com: buyer or supplier or both
Complete company's general information, e.g. industry, DUNS, key facts
Complete business profiles
Complete company's profile details: statistics of sales/ employees, categorization (eClass/UNSPSC/Technologies), shareholders, products information, technical details, certifications, quality management system, logistics, environment.
Realize business values
Connect to potential partners (buyer / supplier) using search function
Create 'search agent', power search to let 'Search Engine' find 'right' customers and suppliers
Utilize public RFQ/ auction to reach out to > 40,000 qualified suppliers
Sustain business values
Continually update profile details
Analyze market using information gathered from Powersearch & Search Agent
Optimize purchasing processes with POOL4TOOL SRM Suites (that is integrated with 2relation.com)

Figure 3.1: summary of 2relation process

3.1 Step 1 – Register your company

Registration with 2relation.com involves three steps, as follow:

- Register your company
- Register your key contact person of your company
- Activate e-mail registraton notification

To self-register your company, click on **Sign up now for free!** on the 2relation.com home page (Figure 3.2).

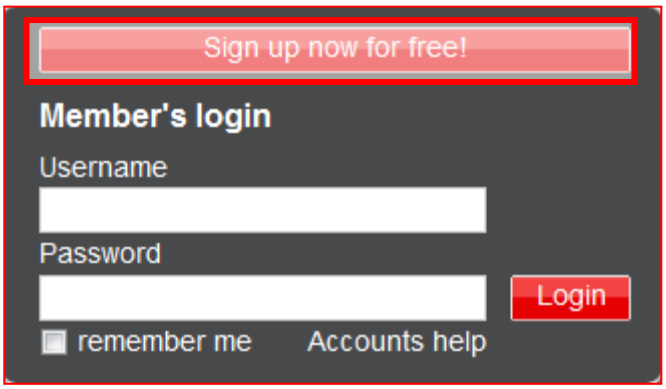


Figure 3.2: Sign up page

3.1.1 **Register your company**

You only need to complete your basic company information and some key facts about your company. You must complete all mandatory fields, which are marked by asterisks. Basic company information including address, time zone, contact number and e-mail must be filled up (Figure 3.3). Company key facts, e.g. industry, legal form, number of employees, revenue main currency and company status also must be completed (Figure 3.4). Finally, you need to accept Terms and Conditions to proceed with the user registration (Figure 3.5).

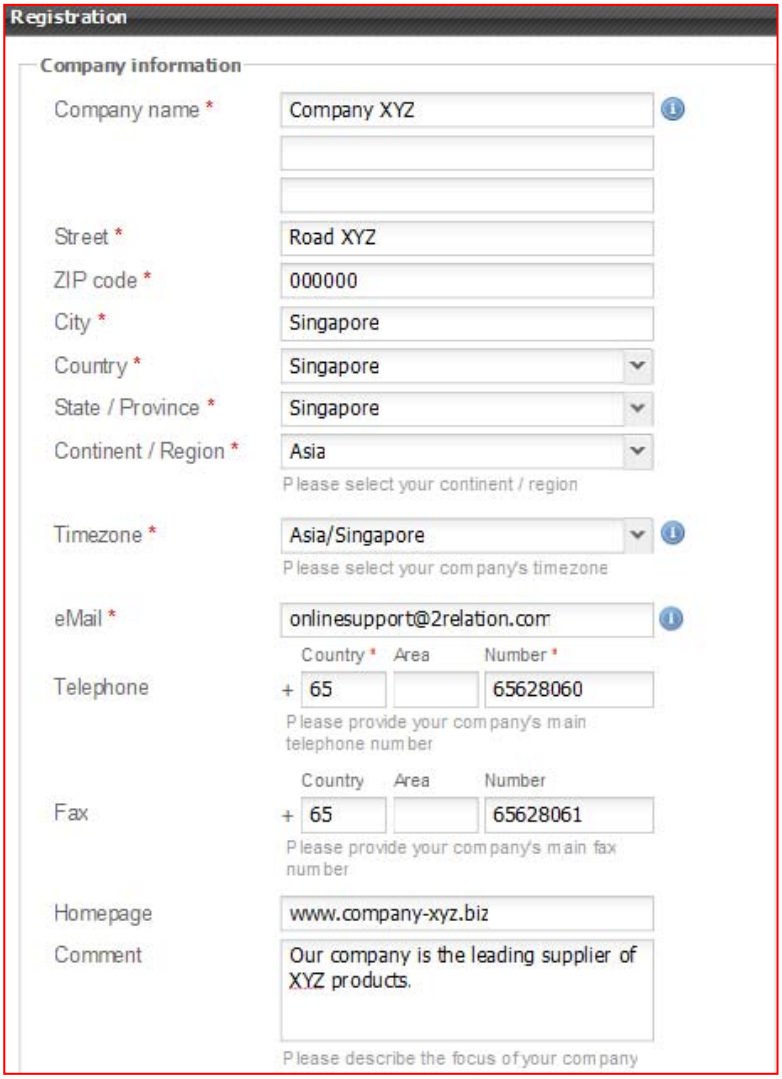


Figure 3.3: Company information fields

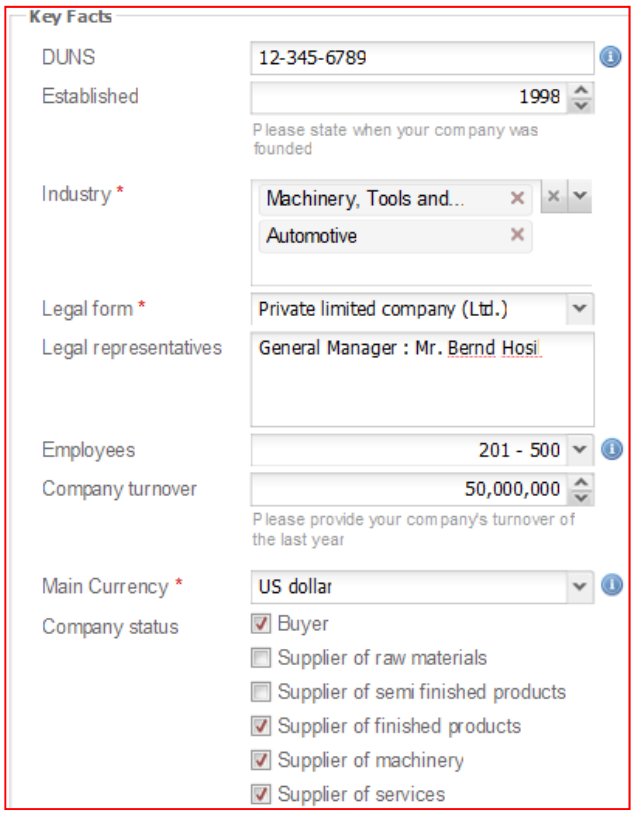


Figure 3.4: Company key facts

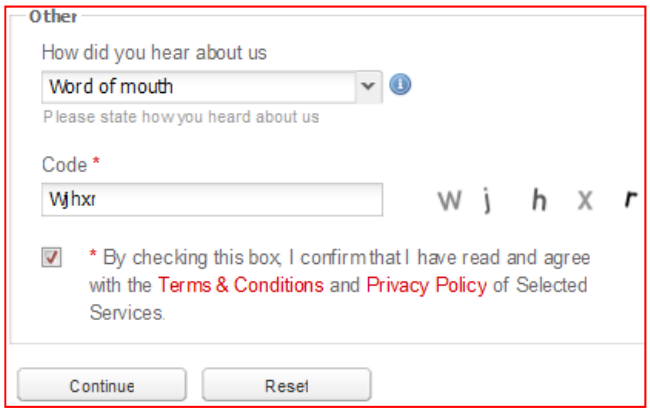

Other
How did you hear about us
Word of mouth
Please state how you heard about us
Code *
Wjhxr
W j h X r
* By checking this box, I confirm that I have read and agree with the Terms & Conditions and Privacy Policy of Selected Services.
Continue
Reset

Figure 3.5: Acceptance of Terms & Conditions

3.1.2 **Register your key contact person of your company**

In this step, you should complete the key contact person of your company who will interact with other companies in the marketplace. It is imperative to keep the contact details as accurate and up-to-date as possible.

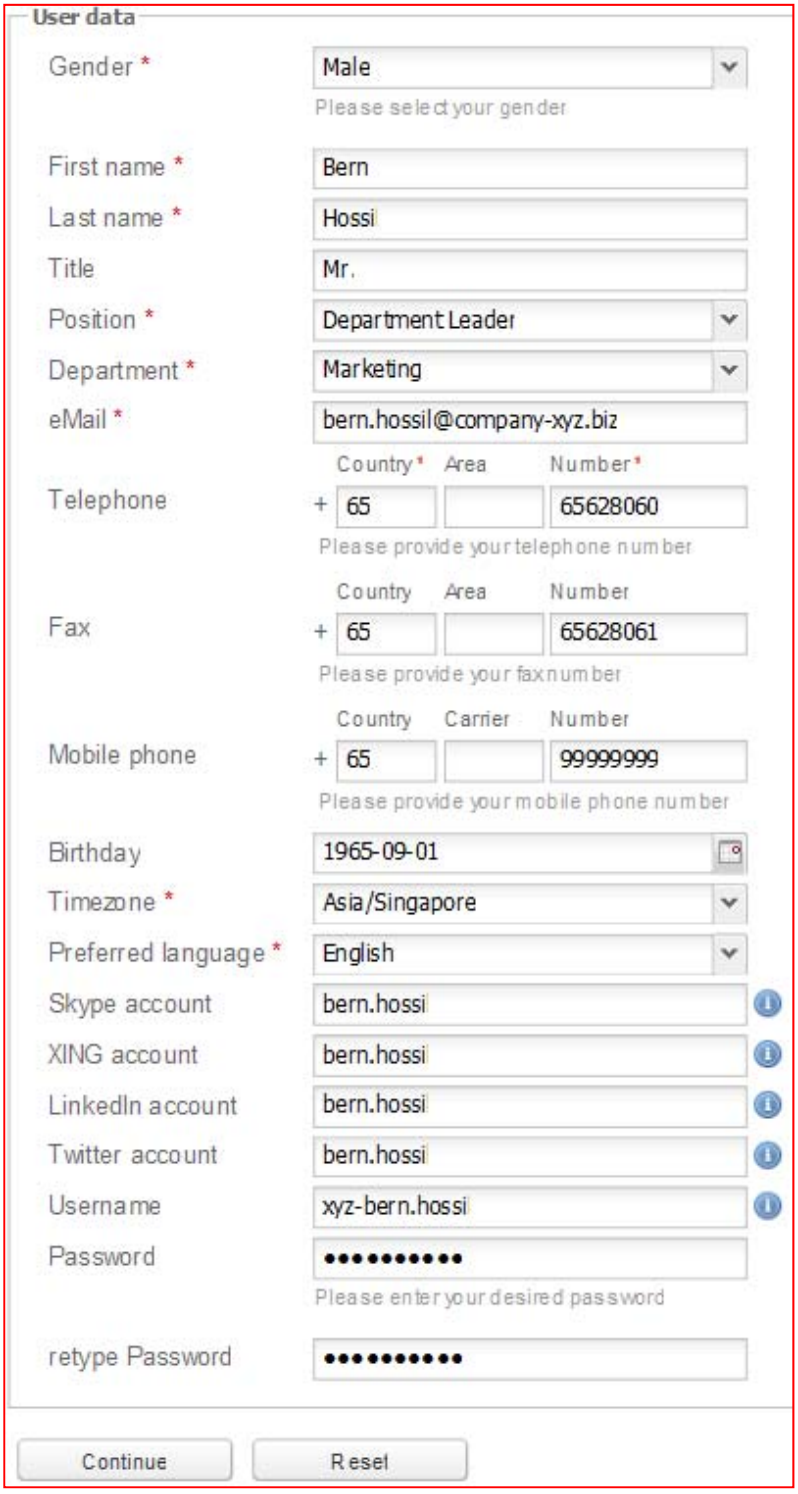


Figure 3.6: creating user name

3.1.3 **Activate registration notification e-mail**

An e-mail will be sent to your registered e-mail address. To activate your account at 2relation.com, you need to click on the activation link.

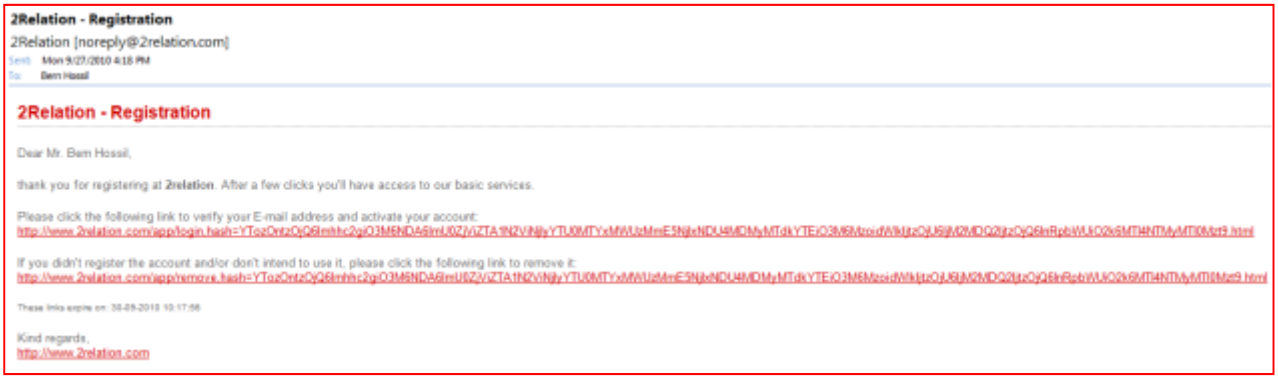

2Relation - Registration
2Relation [noreply@2relation.com]
2Relation - Registration
Dear Mr. Bern Hossil,
thank you for registering at 2relation. After a few clicks you'll have access to our basic services.
Please click the following link to verify your E-mail address and activate your account:
If you didn't register the account and/or don't intend to use it, please click the following link to remove it:
Kind regards,
http://www.2relation.com

Figure 3.7: E-Mail activation link

Upon activation, you must complete your company's profile details in order to reap the full benefits of 2relation.com marketplace.

3.2 Step 2 - Define your business profiles

There are three steps need to be completed:

- Step 1 – Complete your company profile details
- Step 2 – Search your potential partners, i.e. supplier or buyer
- Step 3 – Create a network list and group your contacts

3.2.1 Step 1 – Complete your company profiles details

To reap maximum benefits of being a member in 2relation.com, it is imperative to maintain up-to-date profiles details. The profile details contain information that are extremely useful for your potential partners (e.g. buyer) to understand your companies at their finger tip.

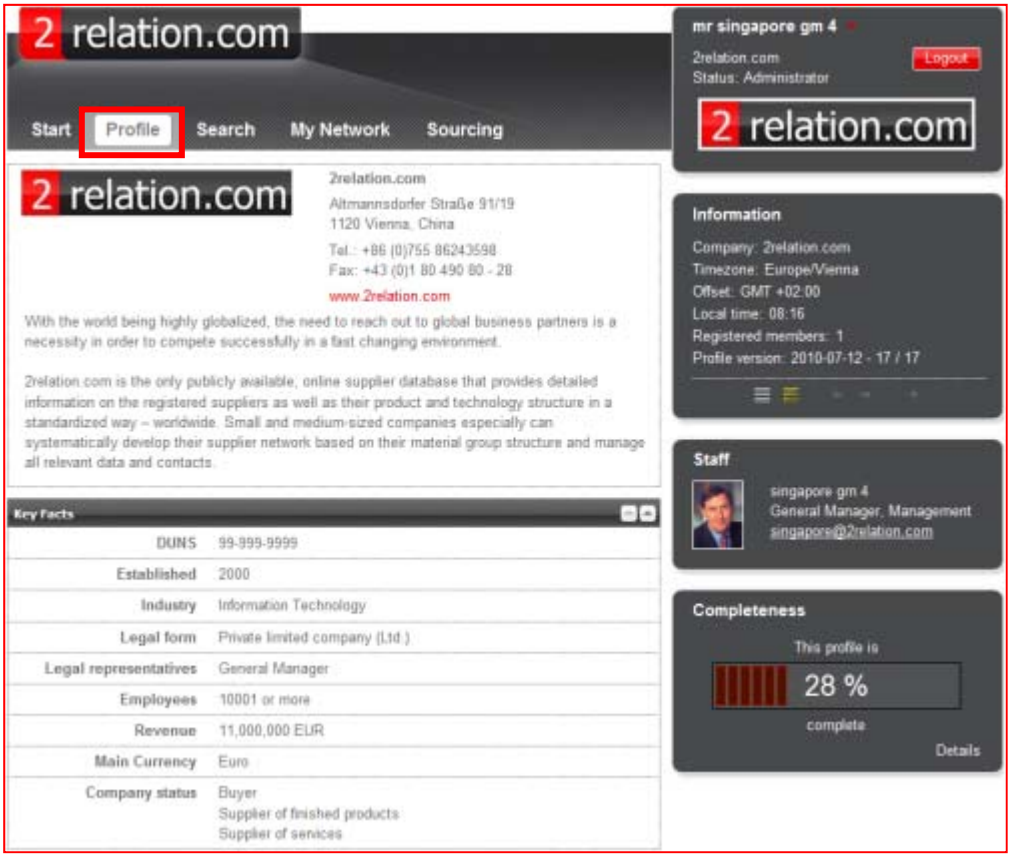

2 relation.com
Start
Profile
Search
My Network
Sourcing
mr singapore gm 4
2relation.com
Status: Administrator
Logout
2 relation.com
2relation.com
Altmannsdorfer Straße 91/19
1120 Vienna, China
Tel.: +86 (0)755 86243598
Fax: +43 (0)1 80 490 80 - 28
www.2relation.com
With the world being highly globalized, the need to reach out to global business partners is a necessity in order to compete successfully in a fast changing environment.
2relation.com is the only publicly available, online supplier database that provides detailed information on the registered suppliers as well as their product and technology structure in a standardized way – worldwide. Small and medium-sized companies especially can systematically develop their supplier network based on their material group structure and manage all relevant data and contacts.
Information
Company: 2relation.com
Timezone: Europe/Vienna
Offset: GMT +02:00
Local time: 08:16
Registered members: 1
Profile version: 2010-07-12 - 17 / 17
Staff
singapore gm 4
General Manager, Management
singapore@2relation.com
Completeness
This profile is
28 %
complete
Details
Key Facts
DUNS 99-999-9999
Established 2000
Industry Information Technology
Legal form Private limited company (Ltd.)
Legal representatives General Manager
Employees 10001 or more
Revenue 11,000,000 EUR
Main Currency Euro
Company status Buyer
Supplier of finished products
Supplier of services

Figure 3.8: Profile tab

There are 9 sections of profiles details that need to be completed:

- Categorization:
    - UNSPSC: The United Nations Standard Products and Services Code (UNSPSC) provides an open, global multi-sector standard for efficient, accurate classification of products and services.
    - e-Cl@ss: e-Cl@ss is European 'de facto' standard for product/ service classification. e-Cl@ss is widely used in Germany, especially manufacturing industry.
    - Technologies: This fieldbox refers to the capabilities your company have in term of technologies capabilities and capacity, e.g. if your company is capable of reaction injection molding (RIM, RRIM) with weight >100 Kg or Coating – varnishing fluid phase, you may assign it into this category.

  Assigning Categorization to your company will enable Power Search to automatically match your company with others as potential partners (supplier / buyer).

- General details: General information including company group, revenue, top 5 suppliers, top 5 customers, top 5 markets provide value-add for your potential partners (Refer to figure 3.9).
- Ownership: This section entails information relating to the shareholders of the company.
- Products: This section entails information about your company's products, e.g. quantity per year, dimension, capacity, etc.
- Technical: This section details information about your company's capability and competency.

- Certificates: This section details about certificates your company have attained. Attaching certificates into your profiles will boost your company's credential, hence improving your chance of networking with more potential buyers.
- Quality: Quality is of utmost important to all buyers. The Quality section entails information about quality management-related issues your company has. Attaching quality-related certificates can provide additional credential of your company.
- Logistics: This section provides information about logistical standards used by your company such as Edifact, Just-in time inventory, VMI (vendor-managed inventory).
- Environment: This section details information relating to environmental issues. As business becomes increasingly aware of going green, it can be crucial for some partners to work with environmental-committed suppliers. This section will help you provide details about your environmental management issues.

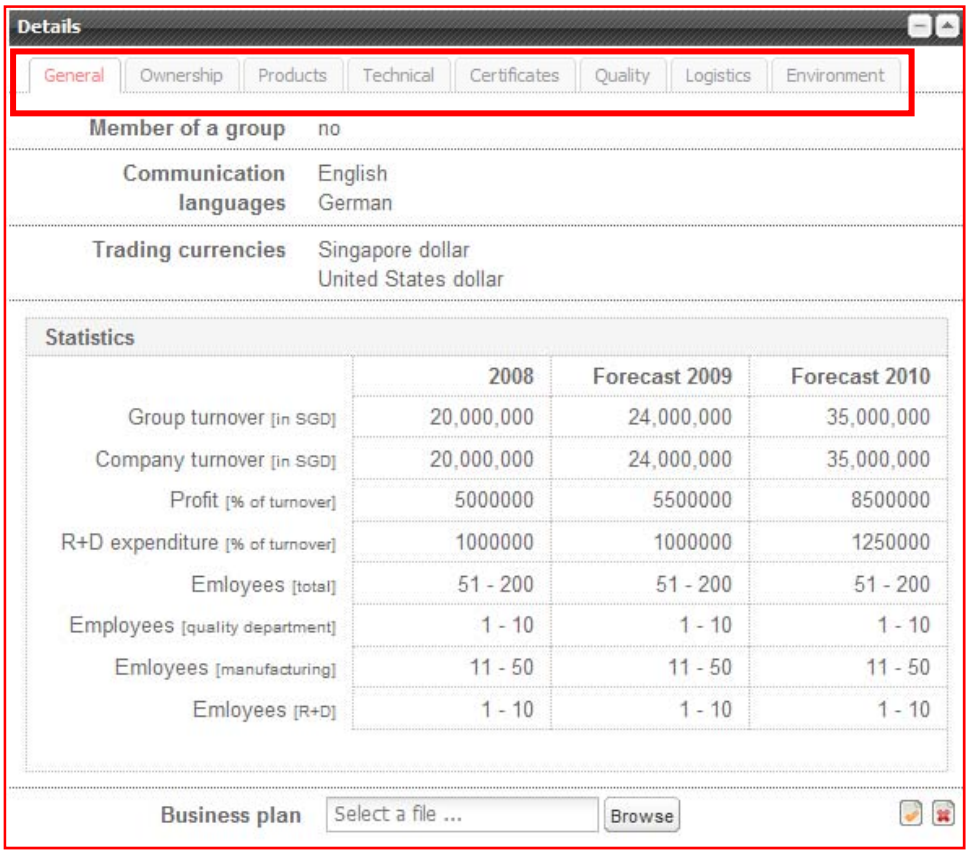


Figure 3.9: Profile details

Section 5 'Profiles updating' provides step-by-step guidance on updating profile details.

3.2.2 **Step 2 – Search for partners**

The Search functionality is a very simple yet powerful engine. The Google-like search functionality will help simplify your job of finding companies that might be of interest to you.

For example, if you want to search companies that manufacture mould **and** are not located in Europe, you can simply enter '***mould –Europe***' in the search field. The search results will display be a list of moulding companies except those located in Europe.

Refer to to section 6 on how to perform searching.

3.2.3 Step 3 – Create your network list and tagging

You are able to create a list of companies and assign a name to the list. For example, if you want to group your preferred partners into one list, you can create a list of '**preferred partners**'. You can then add all your preferred partners into this '**preferred partners**' list.

In addition to assigning lists names, you can also assign tags and commodities. Tags and Commodities are used in conjunction to filter and/or categorize suppliers in your network. If you want to categorize your '**preferred partners**' according to their supply categories, e.g. '**Injection Moulding**', you can create Commodities of '**Injection Moulding**' and tag it by, for example, Injection, Moulding and China.

Refer to section 5 on how to add / remove a company to/from your network list.

3.3 Step 3 – Realize your business value

After completing your profiles and generating your list of contacts, your next step is to perform competitive market analysis and search for potential partners, be they suppliers or buyers. The following tools allow you to connect with the right partners:

- Extended search & Search Agent: Extended search allow you to perform comprehensive searches based on criteria defined. The criteria defined can also be saved into an agent called 'Search Agent'. Search Agent will also automatically match your defined criteria on newly registered suppliers. Should the match occur, it will notify on the start page of 2relation.
- Sourcing module (powered by POOL4TOOL): You are able to generate RFQ as well as provide quotation to public RFQ. If you intend to publish public auction, you must have license with POOL4TOOL™. Your public RFQ will be able to tap on over 40,000 qualified suppliers in 2relation.com marketplace.
- Power Search allows you to monitor
    - who recently visited your profile
    - whose profile your company visited recently
    - who recently clicked on your company homepage
    - who offers what your company is looking for
    - who are looking for your company's offers (public RFQ

3.4 Step 4 – Sustain your business value

It is imperative to maintain up-to-date information of your company, let alone the contact person. For example, when your company obtained a new certificate, it is crucial to update it on 2relation. Your current and potential partners will be able to see the changes. You will have a

better chance to to found by a buyer in the case a potential buyer looks for a supplier who has certain certificates that your company have just uploaded.

4 Manage accounts

4.1 Add new user to a registered company

When you set up an account with 2relation.com for the first time, two accounts are created one after another:

- Company account
- User / staff account attached to the company

By default, the first user of a company account is an administrator account. Using your administrator account, you are able to perform administrator functions such as adding and removing staff member, changing company logo, resetting password, among others.

To add a new user, follow the steps below:

- Log on to 2relation.com platform using your administrator account
- Click on drop down button next to your name. Then, click on the left button next to '**Administrator**', and click on **Staff** (Figure 4.1)

Figure 4.1: Manage Staff menu

- Click on the + Add sign on the bottom left (Figure 4.2)

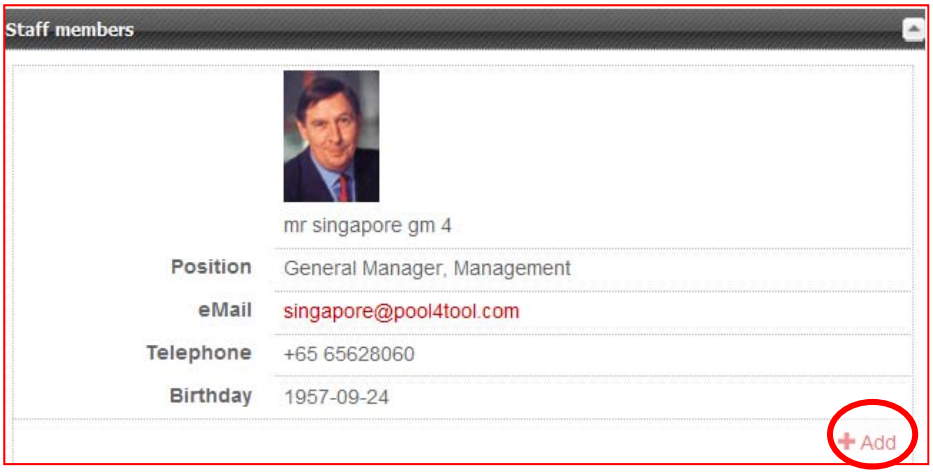


Figure 4.2: This page appears after clicking on `Manage Staff'

- Complete the fields illustrated in figure 4.3
- Tick on '**Member will receive notifications**' and '**Member is allowed to log-in**', which will expand the fieldtext

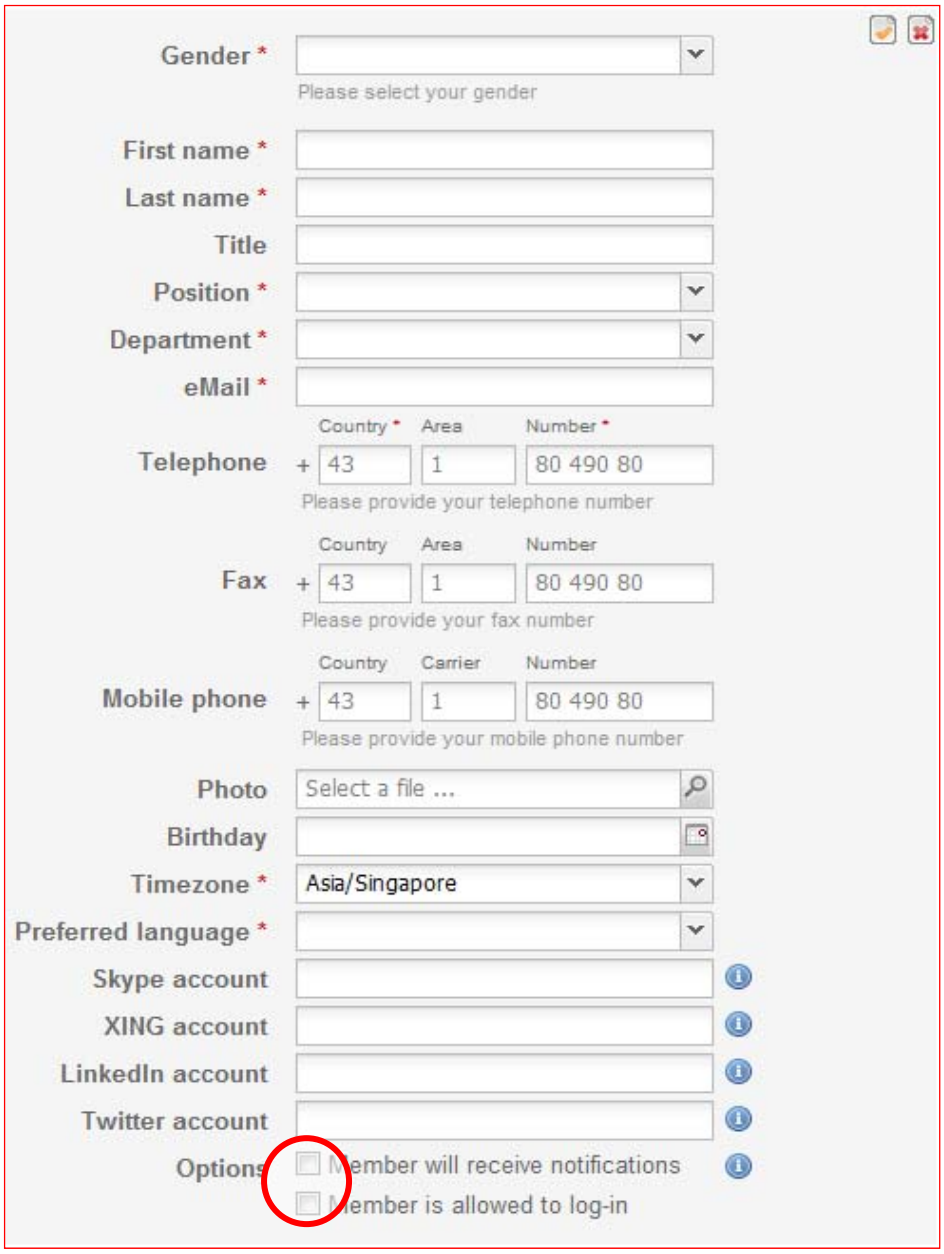


Figure 4. 3: New user creation form

- Enter username and password in the expanded fieldtexts of **username** and **password** respectively. And then confirm the password and retype your password

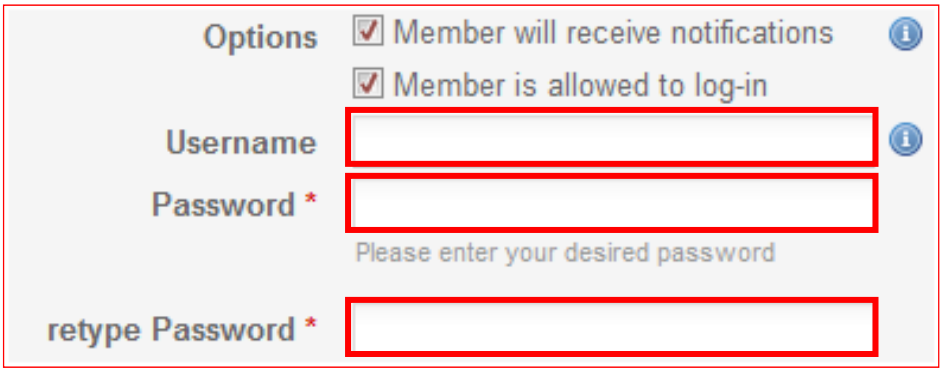


Figure 4. 4: Enter the username and password

- Scroll the page up and click on the check button to save the changes.

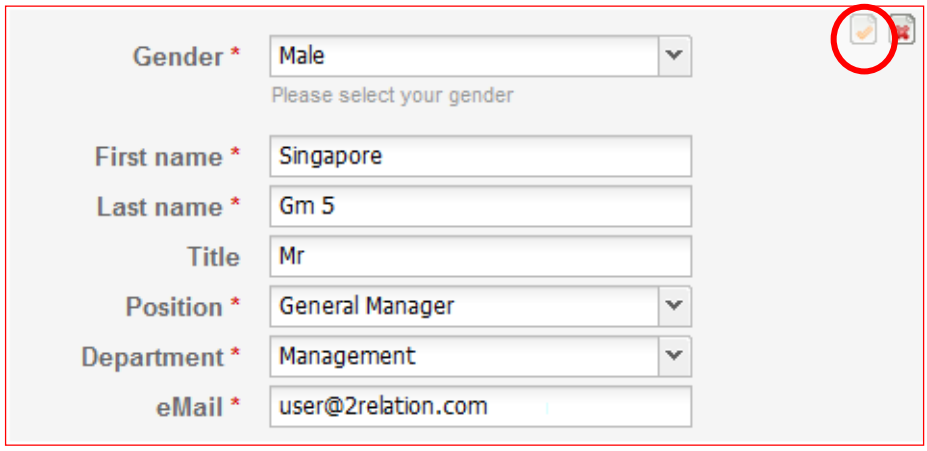


Figure 4.5: Clicking on Save button (button)

- The newly created user will be notified via e-mail notifying the user to activate his/her account (Figure 4.6). He/she must click on the activation link to activate his/her account. This step marks the completion of user registration process.

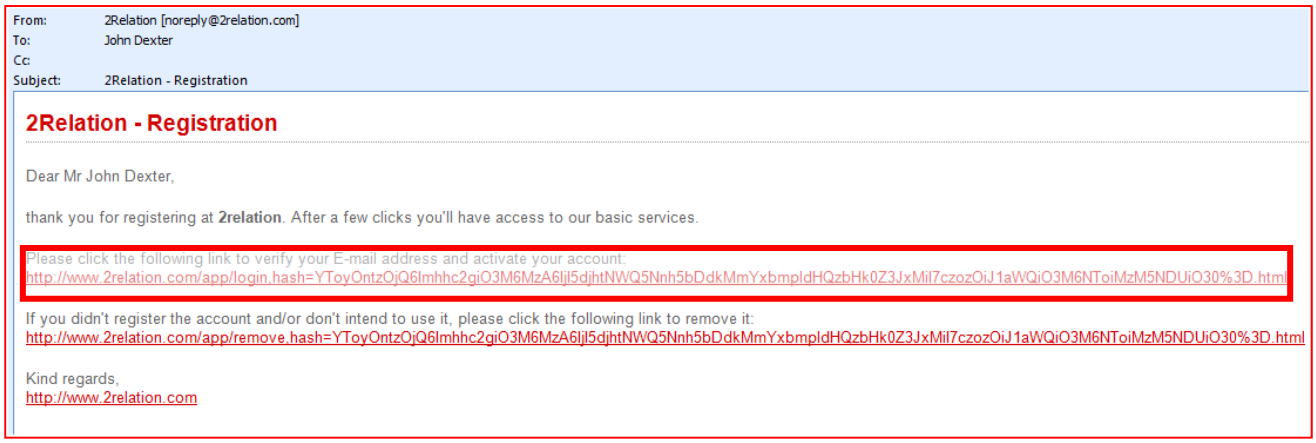

From: 2Relation [noreply@2relation.com]
To: John Dexter
Cc:
Subject: 2Relation - Registration
2Relation - Registration
Dear Mr John Dexter,
thank you for registering at 2relation. After a few clicks you'll have access to our basic services.
Please click the following link to verify your E-mail address and activate your account:
http://www.2relation.com/app/login.hash=YToyOntzOjQ6Imhhc2giO3M6MzA6IjI5djhtNWQ5Nnh5bDdkMmYxbmpldHQzbHk0Z3JxMil7czozOiJ1aWQiO3M6NToiMzM5NDUiO30%3D.html
If you didn't register the account and/or don't intend to use it, please click the following link to remove it:
http://www.2relation.com/app/remove.hash=YToyOntzOjQ6Imhhc2giO3M6MzA6IjI5djhtNWQ5Nnh5bDdkMmYxbmpldHQzbHk0Z3JxMil7czozOiJ1aWQiO3M6NToiMzM5NDUiO30%3D.html
Kind regards,
http://www.2relation.com

Figure 4. 6: Registration notification e-mail

4.2 Changing user account to administrator account

A company can have more than one administrators account. However, when a user is created from an administrator account, the account type is a normal '**user**' type. If you want to change this newly created **user**

account to administrator account, you need to contact 2relation.com support at onlinesupport@2relation.com or or call us (Section 11).

4.3 Changing and resetting password

There are few scenarios relating password change / reset:

- You want to change your initial password after receiving an invitation e-mail containing initial password, e.g. invitation from 2relation.com or your administrator.
- You want to log on but you forgot your password but you still remember your username. In this case, you need to reset your password password.
- You want to log on but you forgot both username and password, and your account was registered by an administrator account. You can contact the administrator user to reset/ change your password. However, to retrieve your username, you need to contact 2relation.com support at onlinesupport@2relation.com.
- You are the administrator of your company account and you forgot both username and password. In this case, you need to contact 2relation.com support at onlinesupport@2relation.com to retrieve your username and password.

4.3.1 Change your password after log in

To change your password, follow the steps below:

- Log on to 2relation.com
- Click on drop down button next to your name (Figure 4.7)
- Click on the arrow button next to '**Administrator**'
- Click '**Staff**'

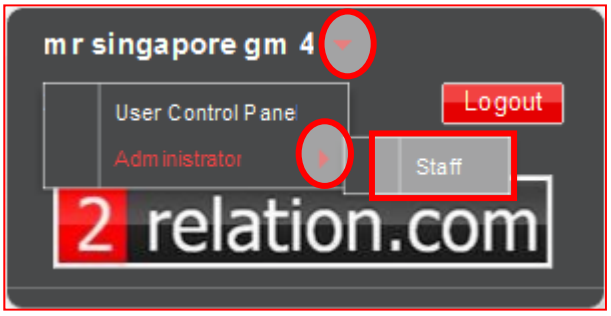


Figure 4.7: Manage staff page

- Click on button (pencil button) to edit your details (Figure 4.8)

Figure 4.8: Editing your account information

- Scroll down to **Password** and **Retype Password** fields. Type the new password and then confirm your new password (Figure 4.9)

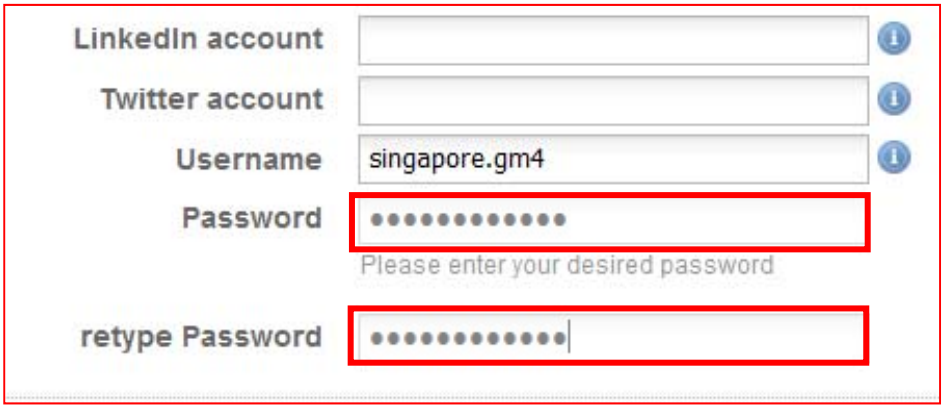


Figure 4.9: Password changing fields

- Scroll up the page and click on (check button) to save changes made (Figure 4.10)

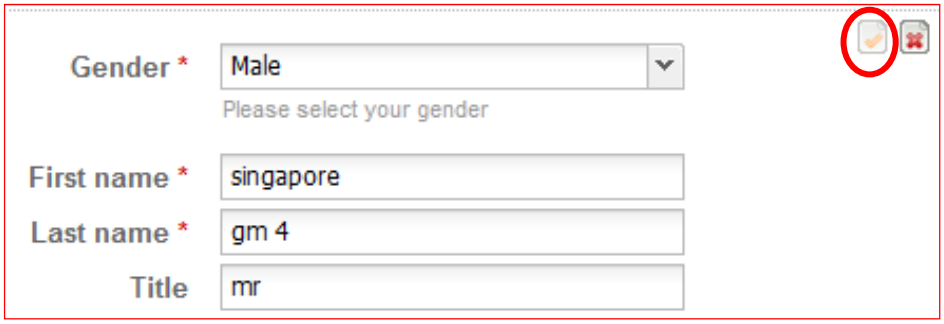


Figure 4. 10: Save button

Your new password will take effect immediately. You can log out and log in again using your new password.

4.3.2 Reset your password when you remember your username but forgot your password

- Click on **Accounts help** below the login box on the 2relation.com homepage (Figure 4.11)
- Select **Lost Password** from the '**Type of request**' dropdown menu and type in username (Figure 4.12)
- Click **Request** button (Figure 4.12). You will receive an e-mail from 2relation.com containing changing password link sent to your pre-registered e-mail address (Figure 4.14)
- Click on the URL link and password changing page will open up (Figure 4.15). Enter your new password and click on **Change**. When finished, you may log in using your new password.

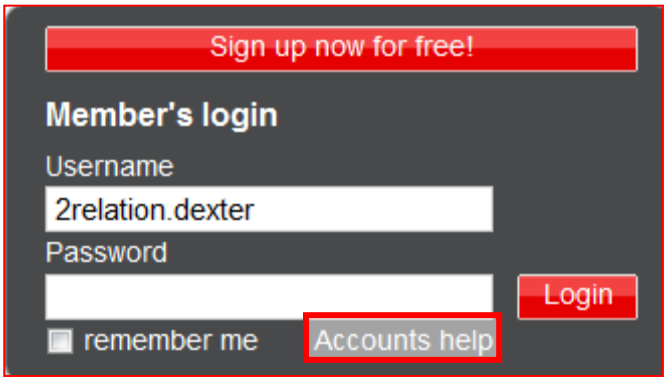


Figure 4. 11: Resetting password

Figure 4. 12: Requesting your new password by entering your username

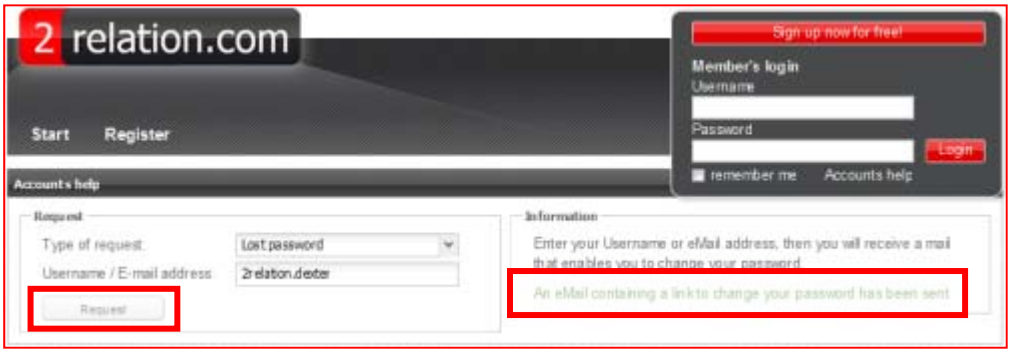


Figure 4. 13: Notification of e-mail containing a link to change password

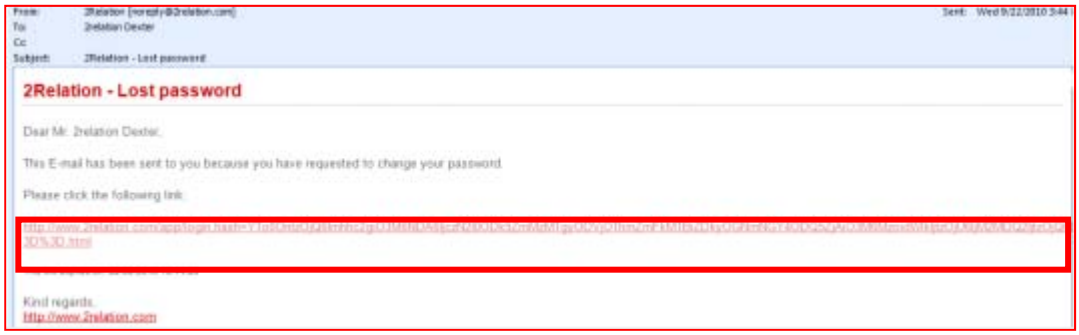


Figure 4.14: Password reset notification e-mail

Figure 4. 15: Changing password page

4.3.3 Using an administrator account to reset password

If a user of yours forgets his/her username and password, you can use your administrator account to reset his/her password.

- Log on using your administrator account
- Click on arrow next to **administrator** in the user fieldbox, then click on **Staff** (Figure 4.16)
- Click on to enter edit mode on the userbox of the user whose password needs to be reset (Figure 4.17)
- Type and retype the new password (Figure 4.18)
- Click on save to confirm the new password (Figure 4.19)
- Contact 2relation support to retrieve the username at onlinesupport@2relation.com or call support (refer to section 11 for contact details).

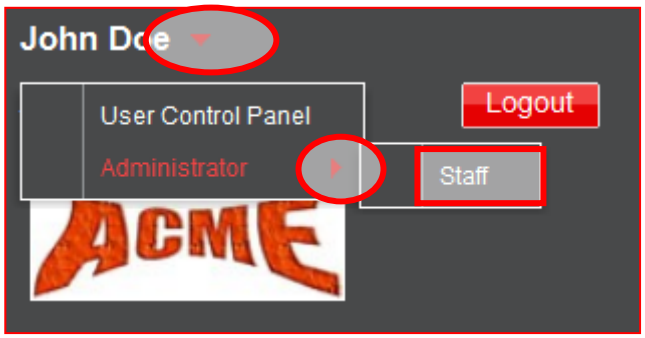


Figure 4. 16: Manage Staff page

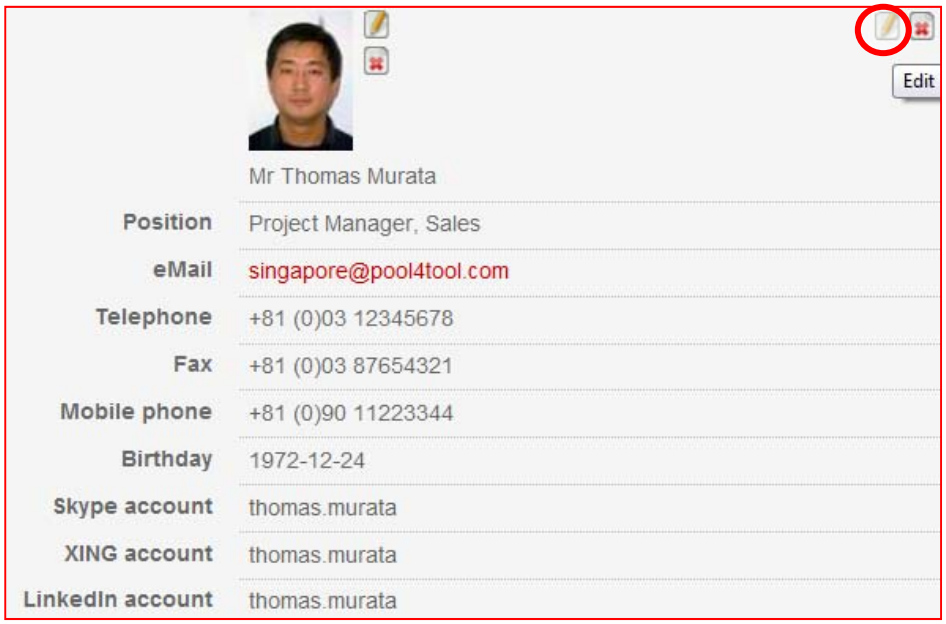


Figure 4. 17: edit mode of a user account

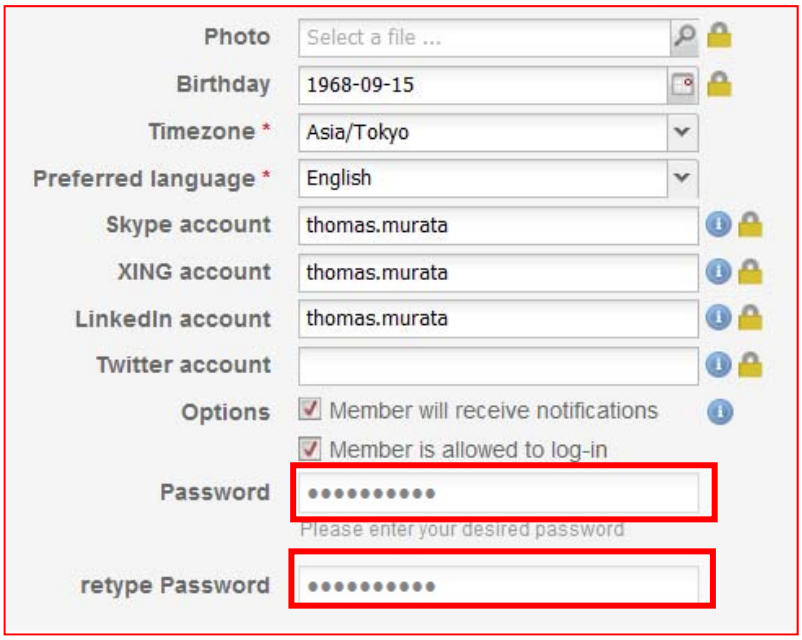


Figure 4. 18: changing password

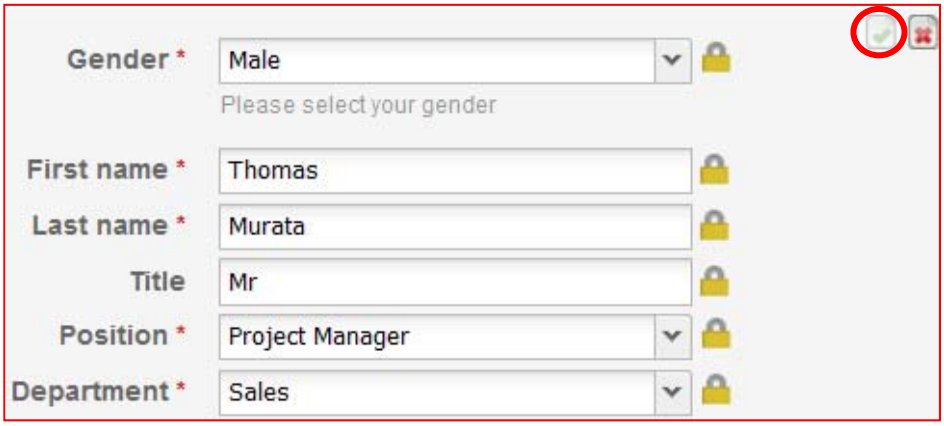


Figure 4. 19: Save to confirm the new password

4.4 Updating/ changing company's logo

It is imperative to upload your company's logo in 2relation to:

- create brand awareness / recognition of your company
- promote business in the market
- provide unique identity of your business in this globalized marketplace.

To change/ update company's logo, follow the steps below:

- On the menu bar, click on **Profile** menu
- Hover your mouse over the '**No Logo Stored**' fieldbox until pencil button appears (also known as 'edit mode')
- Click on (pencil button) to upload your company logo. The **Upload Picture** box will appear (Figure 4.20)
- Click on to browse your company logo picture (Figure 4.21)
- Click on **Upload** to upload the company logo (Figure 4.22)
- If you need to change your company logo, simply click on button (Figure 4.23). Follow the same process of uploading company logo.

Figure 4. 20: Editing company's logo

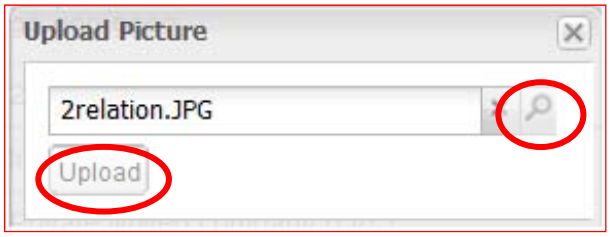


Figure 4. 21: Uploading a picture

Figure 4. 22: Company logo uploaded

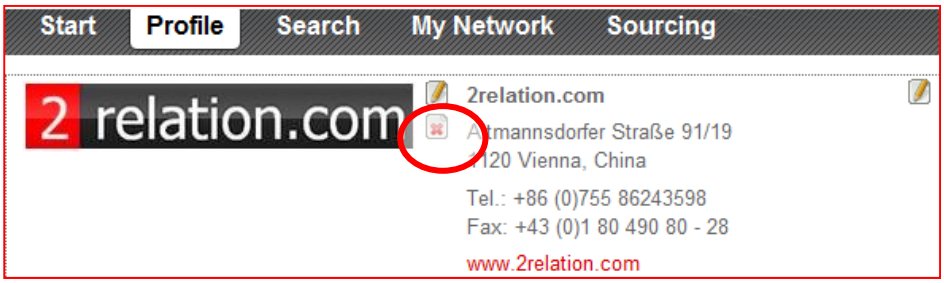


Figure 4. 23: Removing company logo

4.5 Updating company information details

Company information is the basic information that, by default, will be visible all users on the marketplace. Up-to-date information will help your potential partner to contact your company easily.

To update your company information, follow the steps below:

- On the menu bar, click on the **Profile** menu
- Hover your mouse over the company information, and click on the pencil button (Figure 4.24)

Figure 4.24: Company information update

- Complete your company information in the fields. Those marked with asterisk are mandatory fields that must be filled (Figure 4.25)

- Click on to save the changes

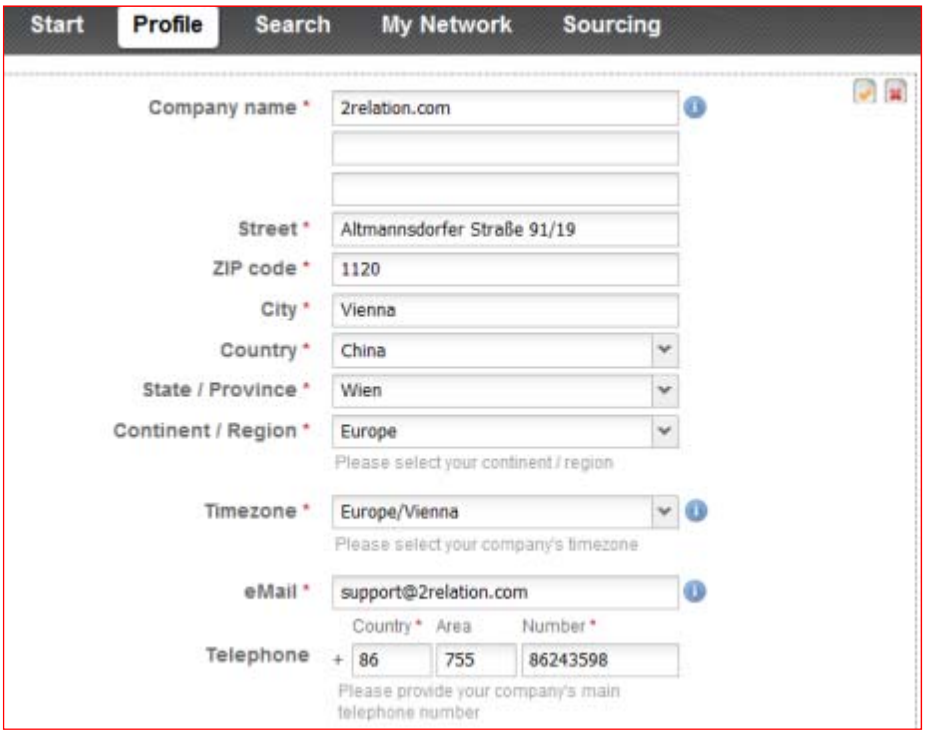


Figure 4.25: Company information page

- The updated information will be displayed under company information fieldbox (Figure 4.26).

Start
Profile
Search
My Network
Sourcing
2 relation.com
2relation.com
Altmannsdorfer Straße 91/19
1120 Vienna, China
Tel.: +86 (0)755 86243598
Fax: +43 (0)1 80 490 80 - 28
www.2relation.com
With the world being highly globalized, the need to reach out to global business partners is a necessity in order to compete successfully in a fast changing environment.
2relation.com is the only publicly available, online supplier database that provides detailed information on the registered suppliers as well as their product and technology structure in a standardized way – worldwide. Small and medium-sized companies especially can systematically develop their supplier network based on their material group structure and manage all relevant data and contacts

Figure 4. 26: Updated company information

5 Profiles updating

5.1 Add or remove eClass, Technologies or UNSPSC categorization

5.1.1 Adding eClass/ Technologies/UNSPSC Category

Adding / removing category into eClass, Technologies and UNSPSC is using the same approach. This manual guides you on how to add/ remove category using eClass.

To add an eClass category, follow the steps below:

- Click on + Add in the eClass fieldbox

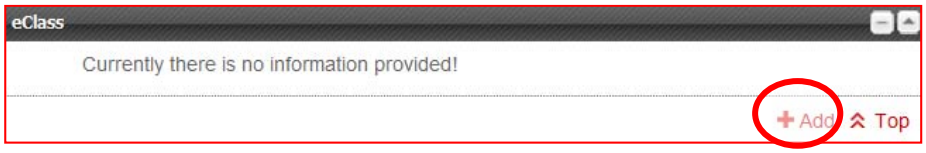


Figure 5. 1: Adding eClass

- Use one of the two ways to search for category: **browse** or **search function**
- Click on the plus sign to expand the sub-categories if you use the browse function (Figure 5.2)
- Type search string in the search field, e.g. **mould** if you use the search function (Figure 5.2)
- Click on to start searching the category (Figure 5.2)

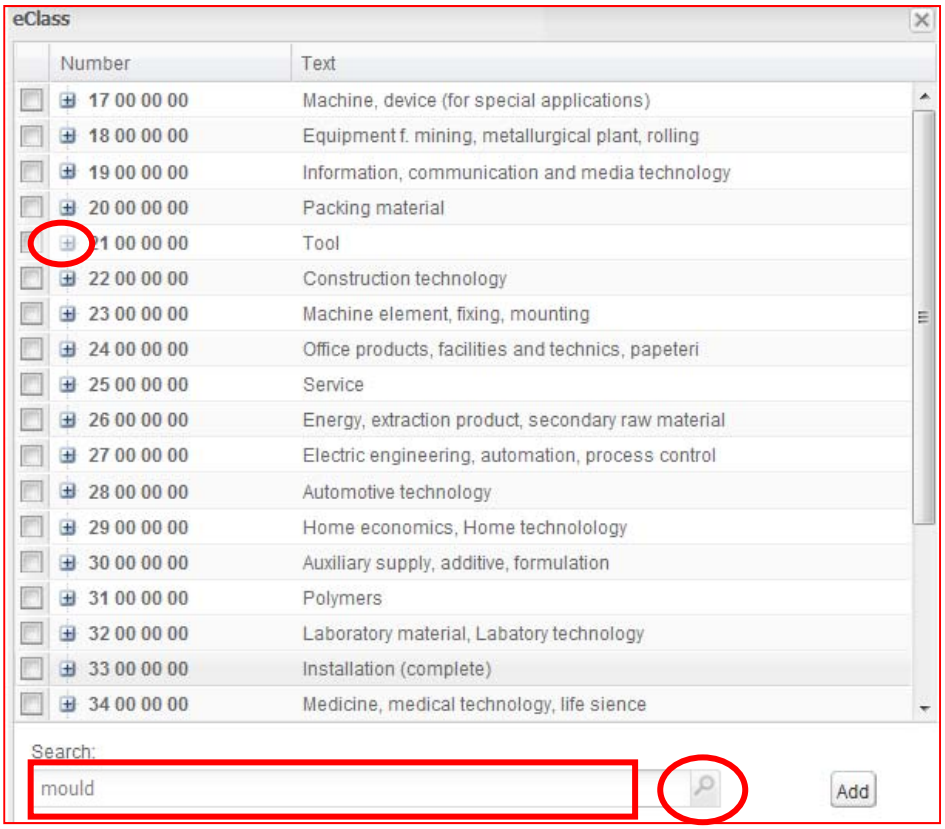


Figure 5. 2: Category browsing or searching

- Use two search strings to refine your search results, e.g. **mould design**, if search shows too many results. You can then select the categories to be added (Figure 5.3)
- Click Add button to add the selected categories (Figure 5.3)

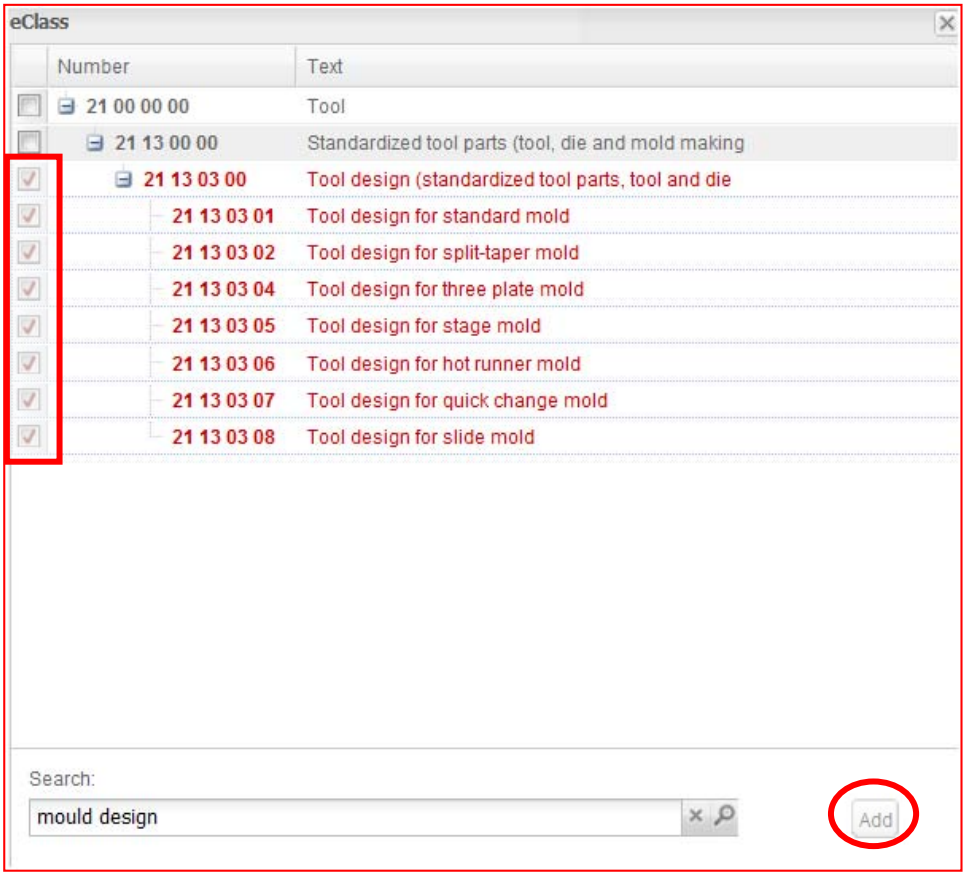


Figure 5. 3: Adding eClass categories

- The selected categories will be added into your eClass fieldbox.

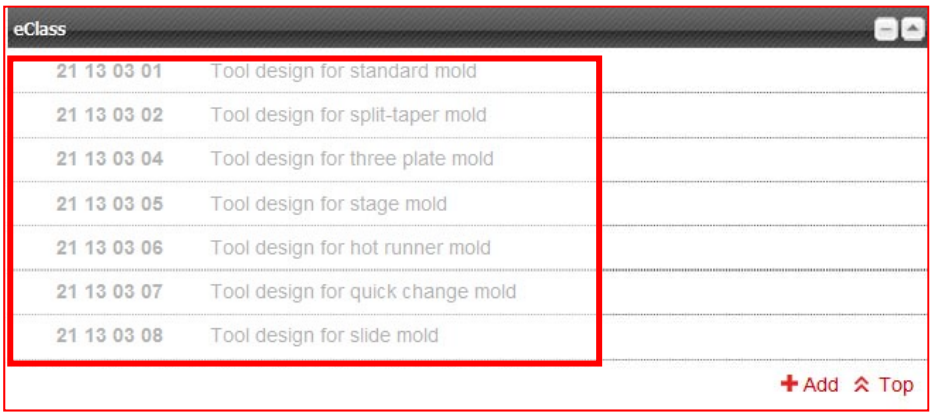

eClass
21 13 03 01
Tool design for standard mold
21 13 03 02
Tool design for split-taper mold
21 13 03 04
Tool design for three plate mold
21 13 03 05
Tool design for stage mold
21 13 03 06
Tool design for hot runner mold
21 13 03 07
Tool design for quick change mold
21 13 03 08
Tool design for slide mold
Add
Top

Figure 5. 4: Selected categories added

5.1.2 **Removing eClass/ Technologies/UNSPSC Category**

To remove an eClass category, follow the steps below:

- Hover your mouse in the eClass fieldbox until the deletion button appears (also known as edit mode)
- Click on the button (delete button) to remove the category, e.g. removing category '**21 13 03 01 Tool design for standard mold**' from the list

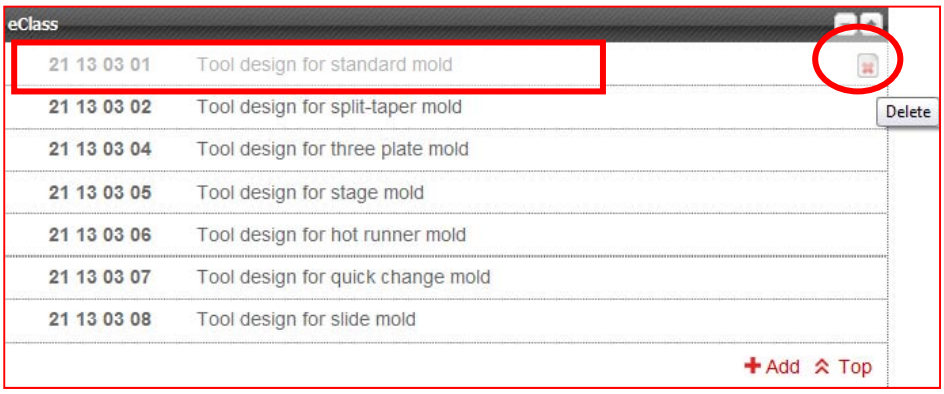

eClass
21 13 03 01 Tool design for standard mold
21 13 03 02 Tool design for split-taper mold
21 13 03 04 Tool design for three plate mold
21 13 03 05 Tool design for stage mold
21 13 03 06 Tool design for hot runner mold
21 13 03 07 Tool design for quick change mold
21 13 03 08 Tool design for slide mold
Delete
Add
Top

Figure 5. 5: Removing eClass category

- Category '21 13 03 01 **Tool design for standard mold**' is removed from the list

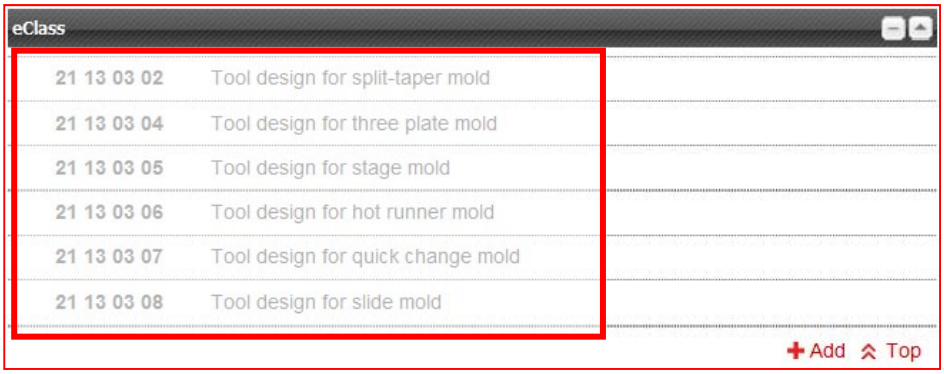

eClass
21 13 03 02 Tool design for split-taper mold
21 13 03 04 Tool design for three plate mold
21 13 03 05 Tool design for stage mold
21 13 03 06 Tool design for hot runner mold
21 13 03 07 Tool design for quick change mold
21 13 03 08 Tool design for slide mold
Add
Top

Figure 5. 6: Updated categories after one category is removed

5.2 Updating company profile details

5.2.1 Updating company's general details

To update your company's general details, follow the steps below:

- Hover your mouse on the **missing** field. The button (pencil button) will appear. Click on the pencil button to enter into edit mode

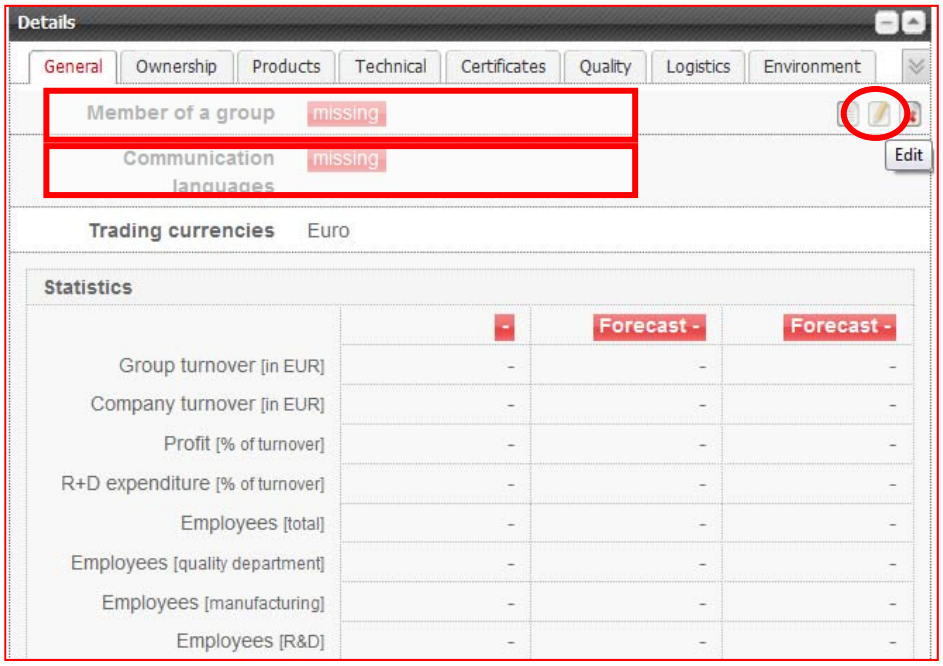


Figure 5. 7: General fieldbox

- Click on button (check button) to save it when editing is done (Figure 5.8)

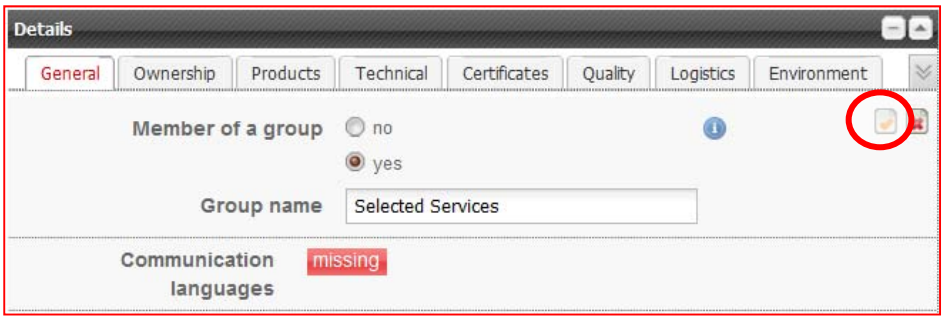


Figure 5. 8: Saving updated field

- Some fields such as communication languages field allows multi-selection. To add more than one language, first, type the first language you want to add, and press enter. Take note that while you type the letter, 2relation.com will list all languages containing the letter (Figure 5.9)

- For example, if you type '**ch**' in the dropdown field, a list of languages containing '**ch**' letters will appear (refer to figure 5.9). Use the mouse or up / down keyboard and press Enter to select

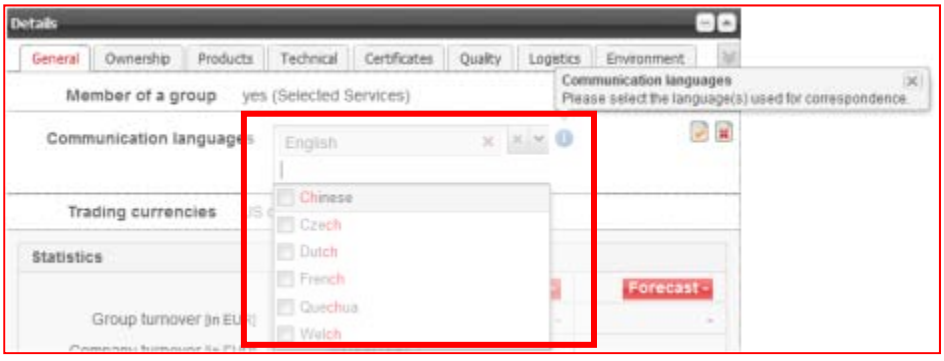


Figure 5. 9: Multi-selection of drop-down menu

- You can use mouse to select or continue typing to reduce the list shown. You can then select by pressing '**Enter**' when the language appears

Figure 5. 10: Updated General fieldbox

5.2.2 Updating company's Key Facts

The information in the Key Facts is useful to communicate your company's facts to your potential partners, e.g. buyers.

The fields '**Employees'**, '**Revenue**', and '**Main Currency**' are inter-correlated with the data in **Statistics** field-box, as follow:

- Revenue entered in Key Facts will appear in **Statistics** fieldbox, and vice versa
- Number of employees entered in Key Facts will appear in **Statistics** filedbox, and vice versa
- Main currency entered in Key Facts will be used in **Statistics** fieldbox.

To update company Key Facts information, follow the steps below:

- Go to the Key Facts fieldbox (Figure 5.11)
- Click on button (pencil button) to enter into edit mode, e.g. DUNS field

Figure 5. 11: Key Facts fieldbox

- Click on button (the check button) to save it when editing is done. Repeat the same process for other missing fields, e.g. Legal representatives, Employees.

Figure 5. 12: Updating DUNS field

- Updated Key Facts fieldbox is displayed in Figure 5.13

Figure 5. 13: Updated Key Facts field box. The Employees, Revenues, and Main Currency fields are inter-correlated with Statistics fieldbox details

5.2.3 Updating Statistics fieldbox

Statistics in 2relation.com refers to financial data of the company including R&D expenditure, number of employees in quality department, R&D and manufacturing, if any. The information of '**Employees**', '**Revenue**', and '**Currency**' are related to the information entered in the Key Facts. Refer to section 5.2.2 for more details.

Changing/ updating statistics information is similar to that of Key Facts. The current financial year must be entered first, e.g. Year 2010. You then need to provide the information for previous year, current year, and forecast next year.

Figure 5.14: Statistics fieldbox

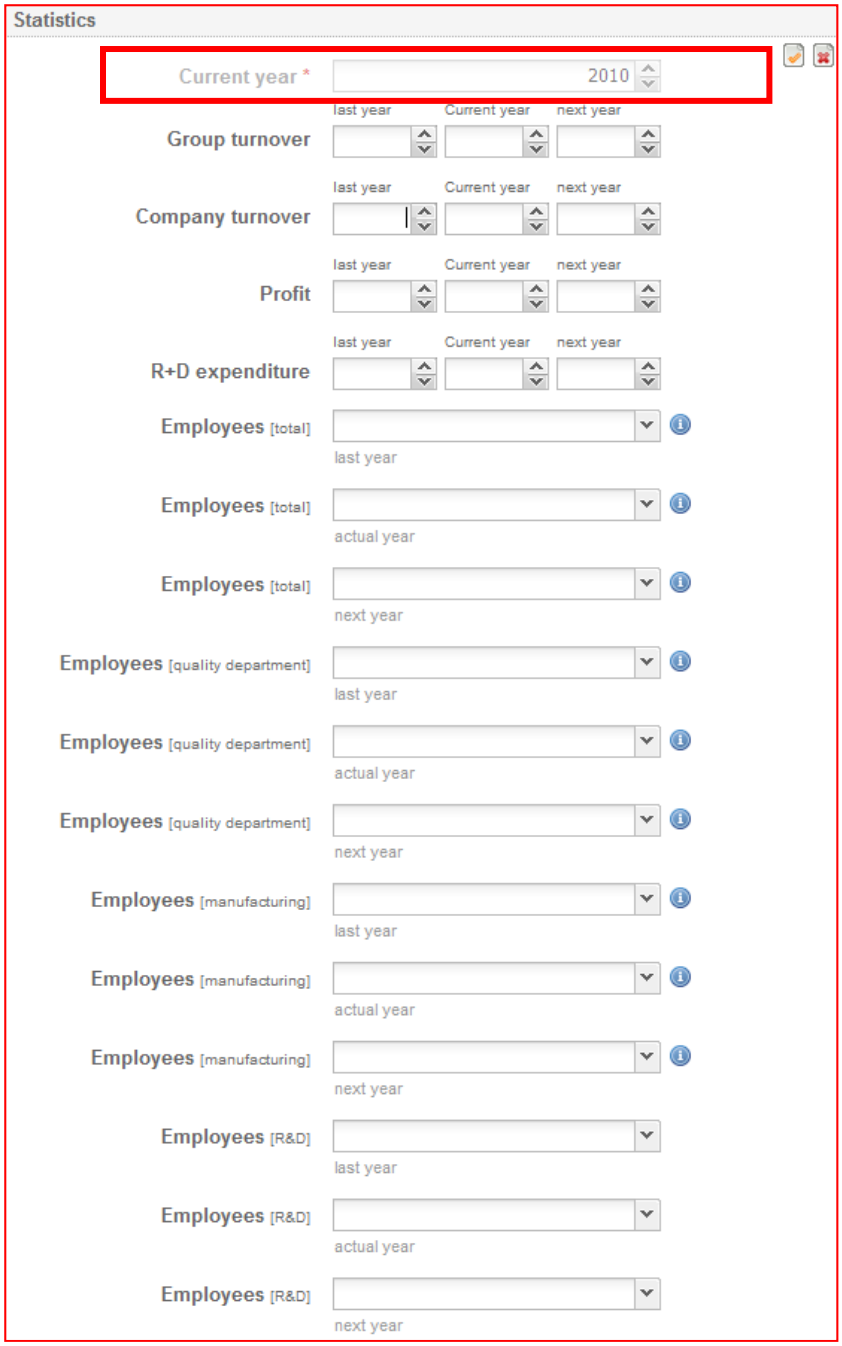


Figure 5. 15: Statistics fieldbox

To update the company's statistics, follow the steps below:

- Hover your mouse on the **Statistics** fieldbox until the button (pencil button) appears (Figure 5.14)
- Click on the button to enter into edit mode
- Enter current year, e.g. 2010. The Current Year field is the only mandatory field in Statistics fieldbox (Figure 5.15)
- Complete the Statistics details and then save them. Refer to figure 5.16 for updated Statistics fieldbox.

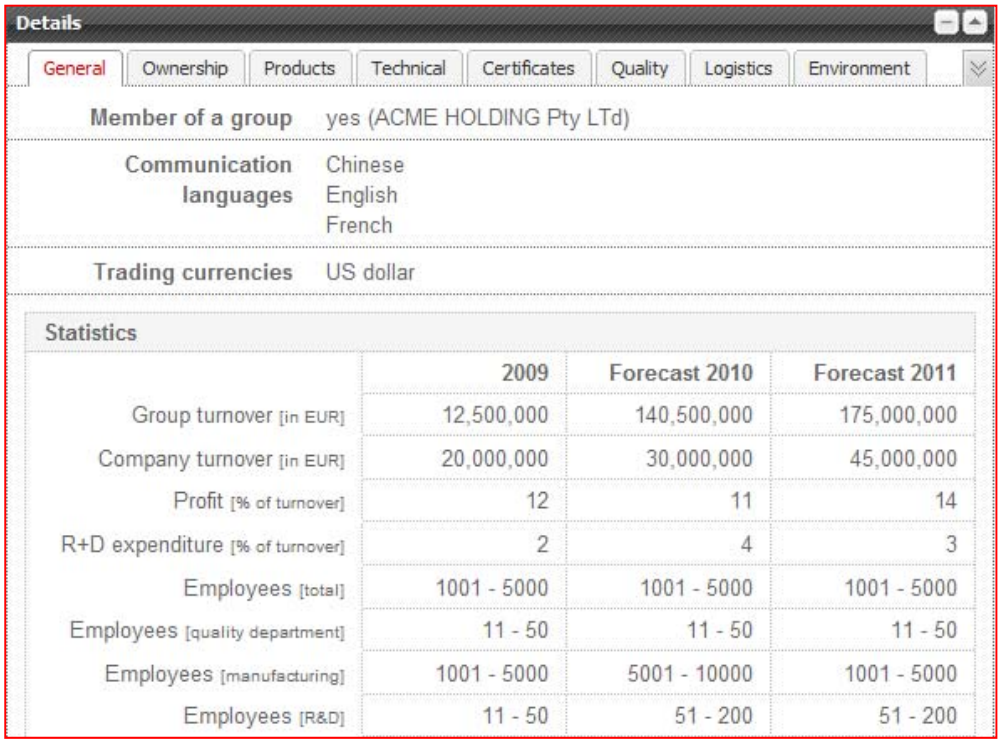


Figure 5. 16: Updated Statistics fieldbox of a company

5.3 How to hide / show field box for customized view

5.3.1 Collapsing fieldbox

You may want to collapse fieldboxes to customize your view. The collapsed view will apply to your profile as well as to the other companies's profiles that you visit.

To collapse a fieldbox, follow the steps below:

- Select the fieldbox to be collapsed, e.g. 'Details' fieldbox (Figure 5.17)
- Click on to collapse the Details fielbox. The Details fieldbox will be collapsed (Figure 5.18)

Figure 5. 17: Collapsing Details fieldbox

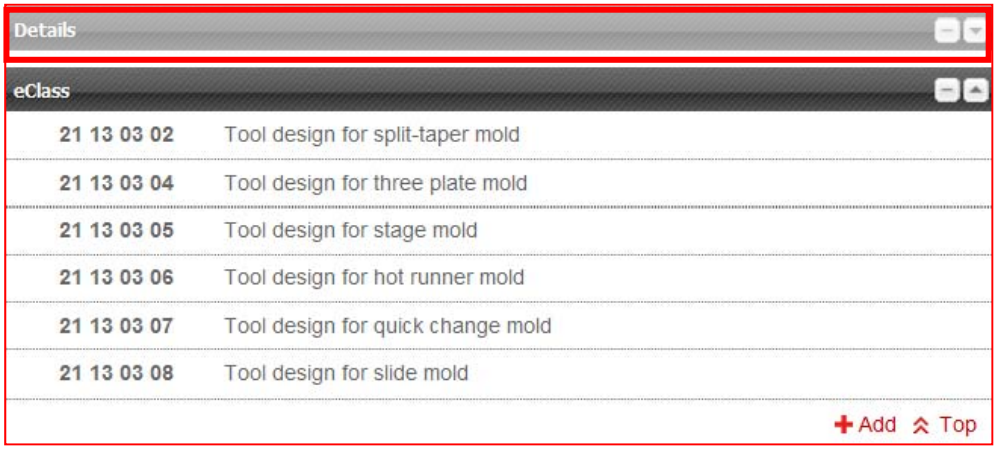


Figure 5. 18: Collapsed view of Details fieldbox

5.3.2 **Expand fieldbox**

You may want to expand the collapse fieldboxes in order to re-customize your profiles view. Expanding a fieldbox in your profile will also expand the same fieldbox view of other companies' profiles when you visit their profiles.

To expand a fieldbox, follow the steps below:

- Select the fieldbox to be collapsed, e.g. '**Details**' fieldbox (Figure 5.19)
- Click on to expand the Details fielbox. The Details fieldbox will be expanded (Figure 5.20)

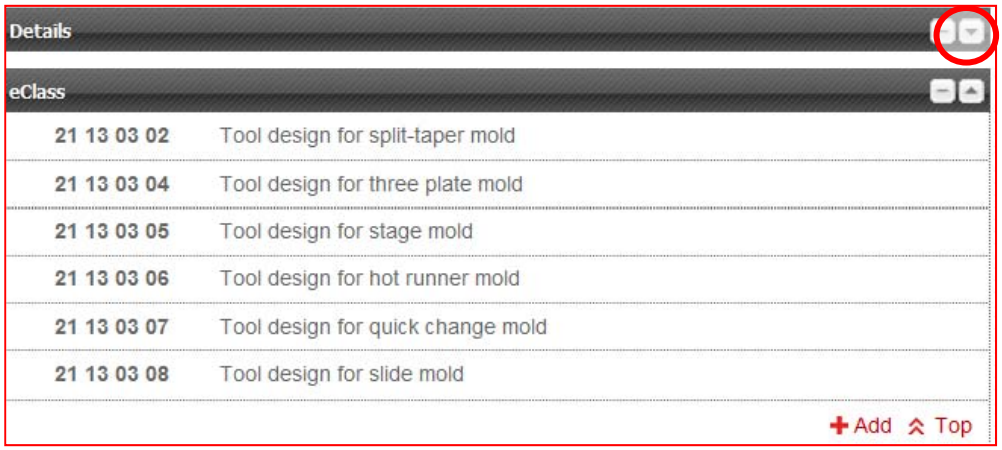

Details
eClass
21 13 03 02 Tool design for split-taper mold
21 13 03 04 Tool design for three plate mold
21 13 03 05 Tool design for stage mold
21 13 03 06 Tool design for hot runner mold
21 13 03 07 Tool design for quick change mold
21 13 03 08 Tool design for slide mold
Add
Top

Figure 5. 19: Expanding Details fieldbox

Figure 5. 20: Expanded Details fieldbox

5.3.3 **Hide fieldbox**

Instead of collapsing a fieldbox, you may want to hide a fieldbox. When you hide a fieldbox, the same field-box of other companies' will also be hidden when you visit their profiles.

To hide a fieldbox, follow the steps below:

- Choose the fieldbox to be hidden, e.g. **Details** fieldbox (Figure 5.21)
- Click on to hide the '**Details**' fieldbox. The '**Details**' fieldbox will be hidden and greyed out. Note that collapsing view does not grey out the fieldbox (Figure 5.18 vs. figure 5.22)

When you hide a fieldbox, it will not hide this fieldbox from other companies. Others will still be able to view this fieldbox. It is only used to customize your view. To prevent other companies from viewing your selected profiles details, use privacy settings (refer to section 9).

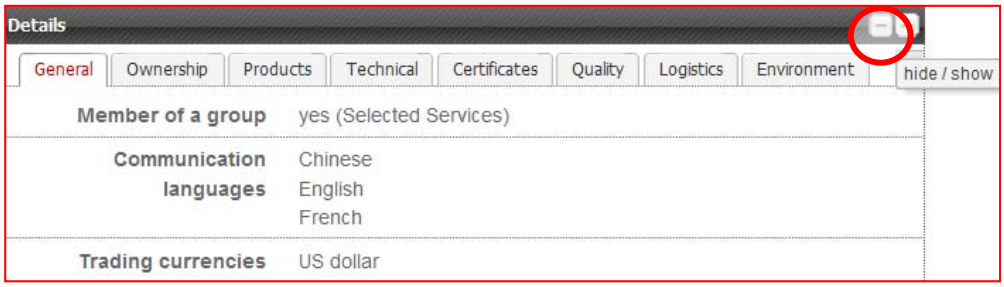


Figure 5. 21: Hiding Details fieldbox

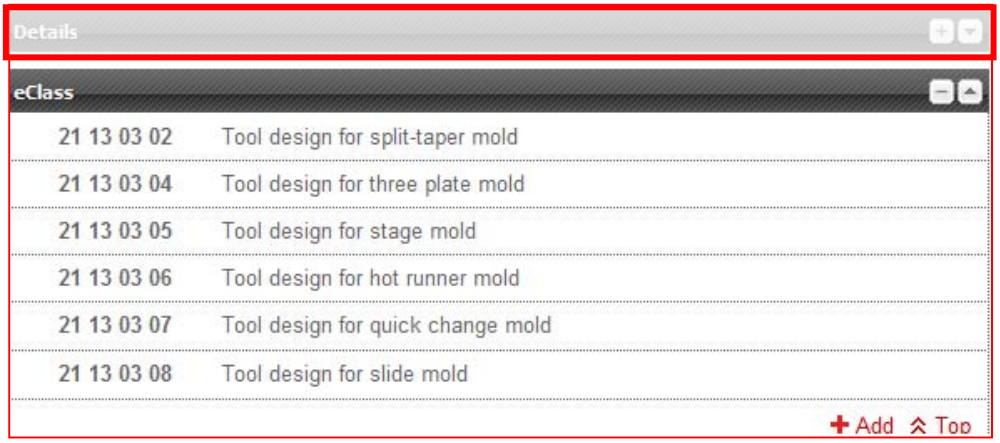

Details
eClass
21 13 03 02 Tool design for split-taper mold
21 13 03 04 Tool design for three plate mold
21 13 03 05 Tool design for stage mold
21 13 03 06 Tool design for hot runner mold
21 13 03 07 Tool design for quick change mold
21 13 03 08 Tool design for slide mold
Add
Top

Figure 5. 22: Hidden Details fieldbox

5.3.4 **Show fieldbox**

You may want to show the hidden fieldboxes to customize your view again. When you show a fieldbox, the same fieldbox of other companies' will also be shown when you visit their profiles.

To show a fieldbox, follow the steps below:

- Choose the fieldbox to be shown, e.g. **Details** fieldbox (Figure 5.23)
- Click on to show the '**Details**' fieldbox. The '**Details**' fieldbox will be shown again (Figure 5.24).

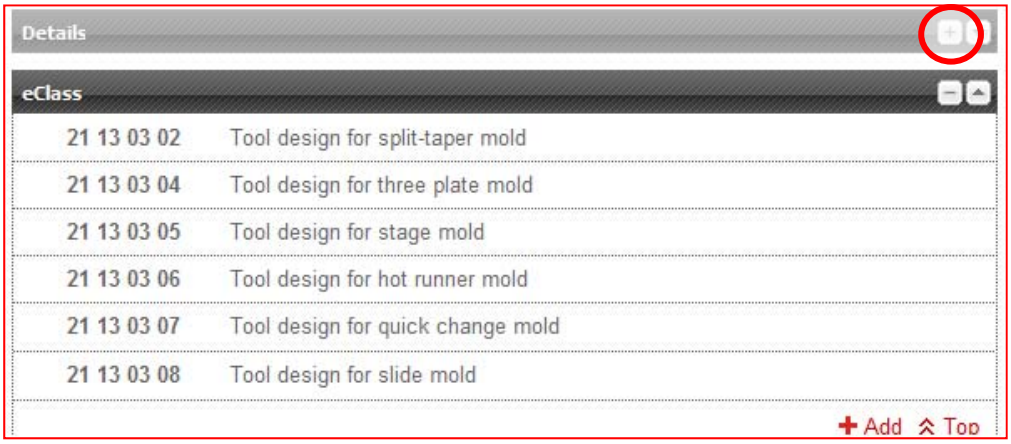

Details
eClass
21 13 03 02 Tool design for split-taper mold
21 13 03 04 Tool design for three plate mold
21 13 03 05 Tool design for stage mold
21 13 03 06 Tool design for hot runner mold
21 13 03 07 Tool design for quick change mold
21 13 03 08 Tool design for slide mold
Add
Top

Figure 5. 23: Showing Details fieldbox

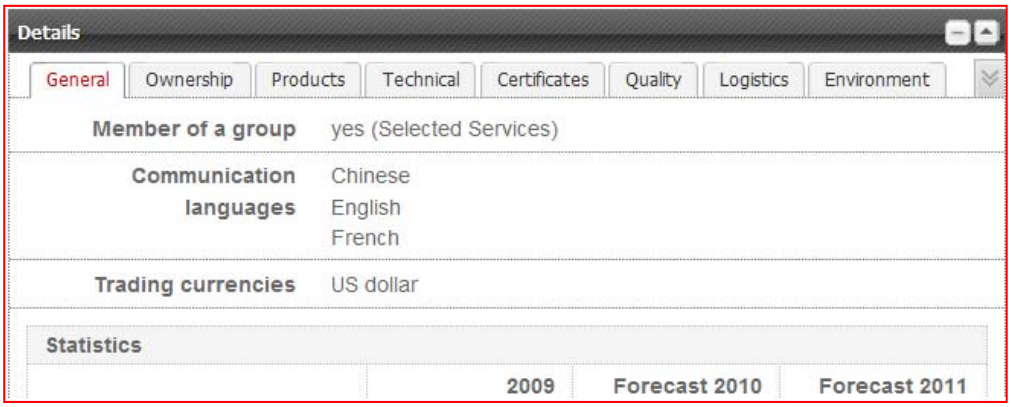


Figure 5. 24: Expanded Details fieldbox

5.4 Moving field boxes position

Fieldboxes position, such as Details, eClass, Technologies, UNSPSC can be moved to suit your customized view. When you arrange the position of fieldboxes, the new customized fieldboxes will also apply to other companies' fieldboxes positions when you visit their profiles.

To arrange your fieldboxes positions, follow the steps below:

- Choose the fieldbox to be moved, e.g. move **UNSPSC** fieldbox to the position below **eClass** fieldbox
- Point your mouse to the area highlighted in red box until the mouse's shape changes to ✣ (Figure 5.25)
- Hold your right mouse and move **UNSPSC** fielbox to your preferred location, for example, move to position after **eClass**
- Release the mouse when **UNSPSC** fieldbox is position beneath **eClass** fieldbox(Figure 5.26).

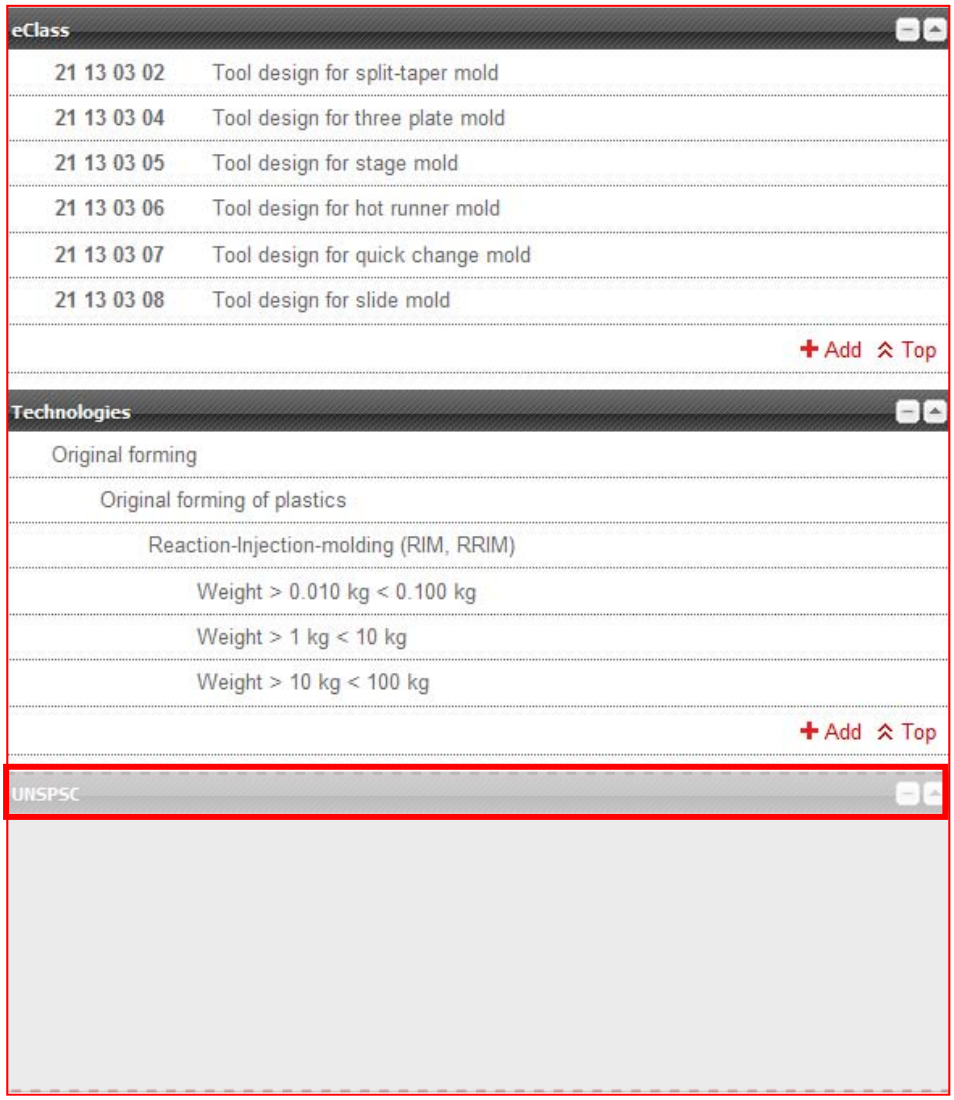

eClass
21 13 03 02 Tool design for split-taper mold
21 13 03 04 Tool design for three plate mold
21 13 03 05 Tool design for stage mold
21 13 03 06 Tool design for hot runner mold
21 13 03 07 Tool design for quick change mold
21 13 03 08 Tool design for slide mold
Add Top
Technologies
Original forming
Original forming of plastics
Reaction-Injection-molding (RIM, RRIM)
Weight > 0.010 kg < 0.100 kg
Weight > 1 kg < 10 kg
Weight > 10 kg < 100 kg
Add Top
UNSPSC

Figure 5. 25: Moving UNSPSC fieldbox to the position below eClass

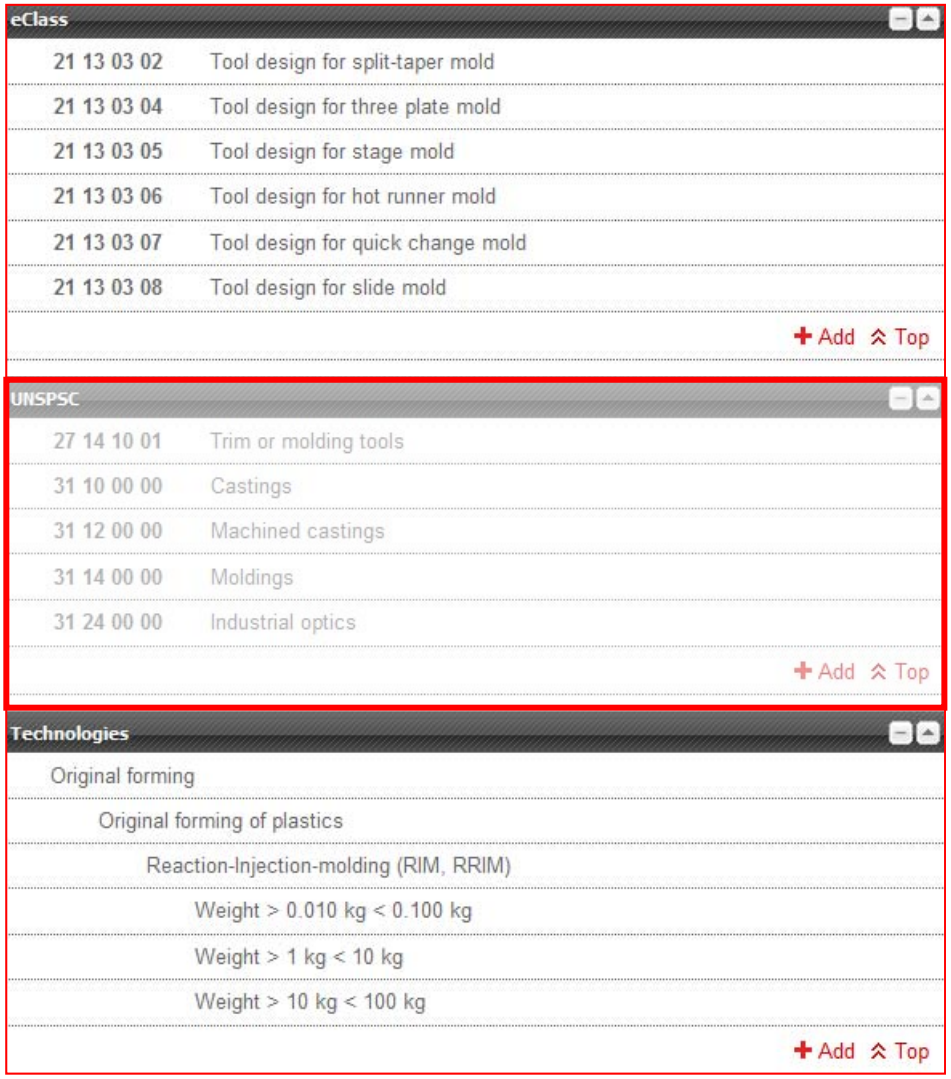

eClass
21 13 03 02 Tool design for split-taper mold
21 13 03 04 Tool design for three plate mold
21 13 03 05 Tool design for stage mold
21 13 03 06 Tool design for hot runner mold
21 13 03 07 Tool design for quick change mold
21 13 03 08 Tool design for slide mold
Add Top
UNSPSC
27 14 10 01 Trim or molding tools
31 10 00 00 Castings
31 12 00 00 Machined castings
31 14 00 00 Moldings
31 24 00 00 Industrial optics
Add Top
Technologies
Original forming
Original forming of plastics
Reaction-Injection-molding (RIM, RRIM)
Weight > 0.010 kg < 0.100 kg
Weight > 1 kg < 10 kg
Weight > 10 kg < 100 kg
Add Top

Figure 5.26: New position of UNSPSC fieldbox

5.5 Add/ Remove Commodity to/ from your profiles

5.5.1 Adding commodity to your profiles

Commodity in 2relation.com refers to 'simple' yet highly customizeable categorization of products and/or services that can be assigned to the companies that you added into your network. For example if you have a list of suppliers who specialize in **moulding** and **automotive technologies**, you may want to group the suppliers. You may want to create two commodities which are called '**moulding**' and '**automotive technologies**'.

Commodity categorization is used to complement main categorizations in 2relation.com, i.e. **eClass**, **UNSPSC**, and **Technologies**.

To add a commodity into your profile, follow the steps below:

- Click on Profile menu and select Commodities (Figure 5.27)
- Choose the **Language**, and type **Moulding** in name field and provide brief description of the Commodities
- Tag the **Commodities**, if necessary, by typing in the Tags field and press **Enter**. Add more tags, if needed
- Click on button (check button) to save it

- Repeat the same steps for adding more commodities, e.g. Automotive Technologies (Figure 5.30)

New Commodities that have just been created will have no suppliers assigned to them. Hence, after creating Commodities, the next step is to assign suppliers into the created Commodities.

Refer to 5.6 on how to add suppliers into Commodities.

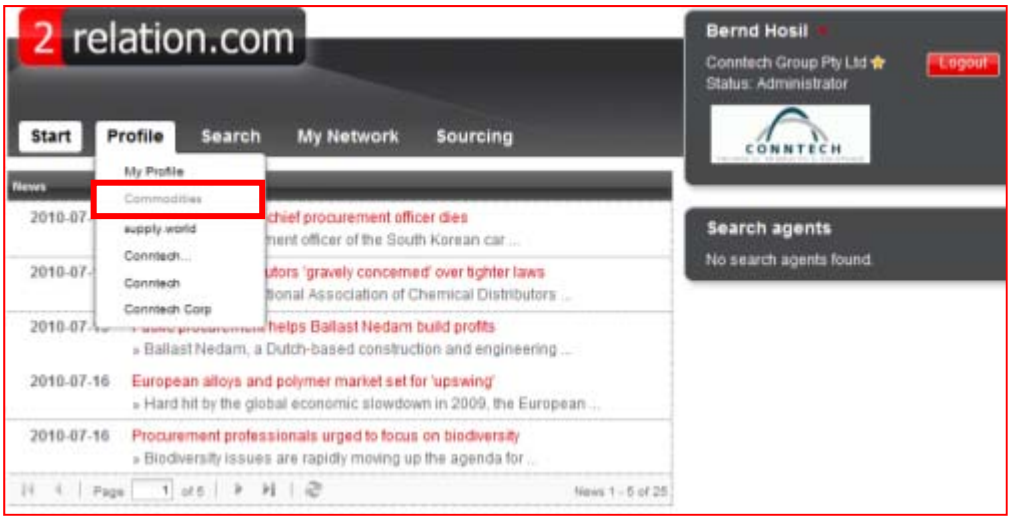


Figure 5. 27: Commodities menu

Figure 5. 28: Adding new Commodities

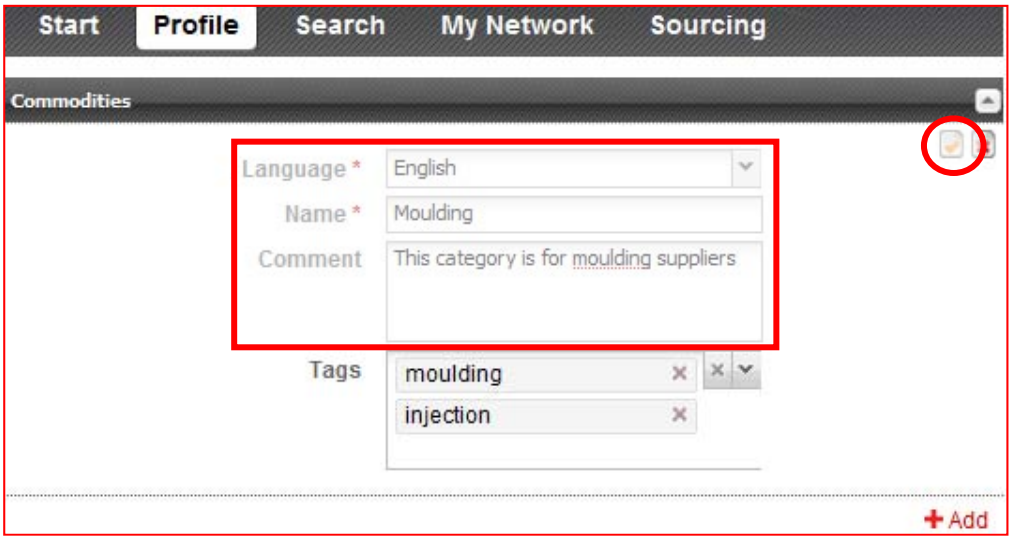


Figure 5. 29: Describe the Commodities information

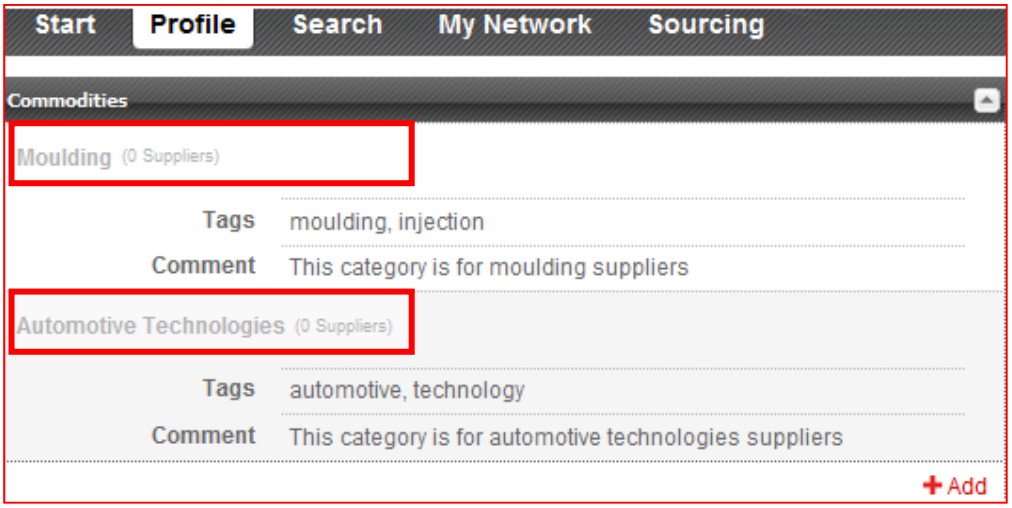


Figure 5. 30: Two new Commodities are created, Moulding and Automotive Technologies

5.5.2 Removing Commodity from your profiles

To remove a **Commodity**, follow the steps below:

- Hover your mouse to the **Commodity** fieldbox that you want to remove, e.g. **Moulding**, until button appears (deletion button)
- Click on button (delete button) to remove the Commodity (Figure 5.31)
- The selected Commodity will be removed (Figure 5.32).

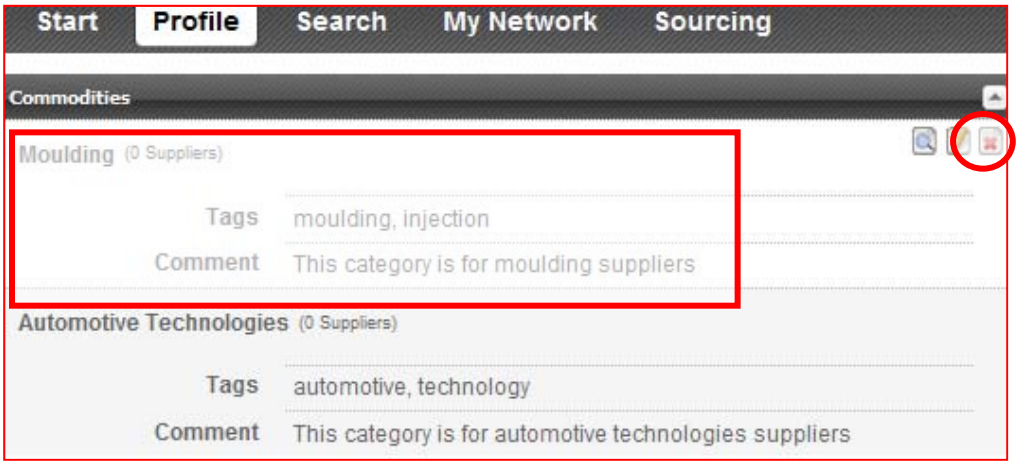


Figure 5. 31: Removing a Commodity

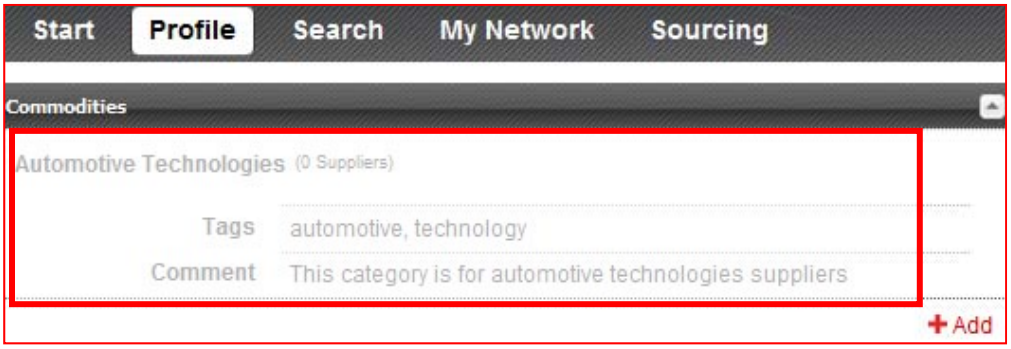


Figure 5. 32: Updated Commodity list after removal of moulding Commodity

5.6 Add and remove company/partner to/ from your network

5.6.1 Adding company/ partner to your network

You can add a list of companies into your network, and tag them. You can also assign Commodities to the added companies. Using combined tags and commodities features will enhance suppliers' selection when you need to choose the right category of suppliers in the future.

To add a company into your network, follow the steps below:

- Find a company to be added into your network. To do this, you can either use the search function (refer to section 6 for search function), or use the listed companies on the Start page (Latest registered companies and Latest Modified Company) . For our example, we will add **ACME Automotive** to our network
- Click on the company (assuming you have searched the company). **ACME Automotive** company profiles will appear (Figure 5.33)
- Click on **+** sign to add this company into your network; a fieldbox will pop up displaying tags, commodities, and comments (Figure 5.34)
- Tag the company and assign Commodity to **ACME Automotive**. To add more tags, press Enter (Figure 5.35)
- Click Save and **ACME Automotive** will be added into your network. You may check the list of your companies in **My Network** menu (Figure 5.36).

Figure 5. 33: Searching ACME Automotive

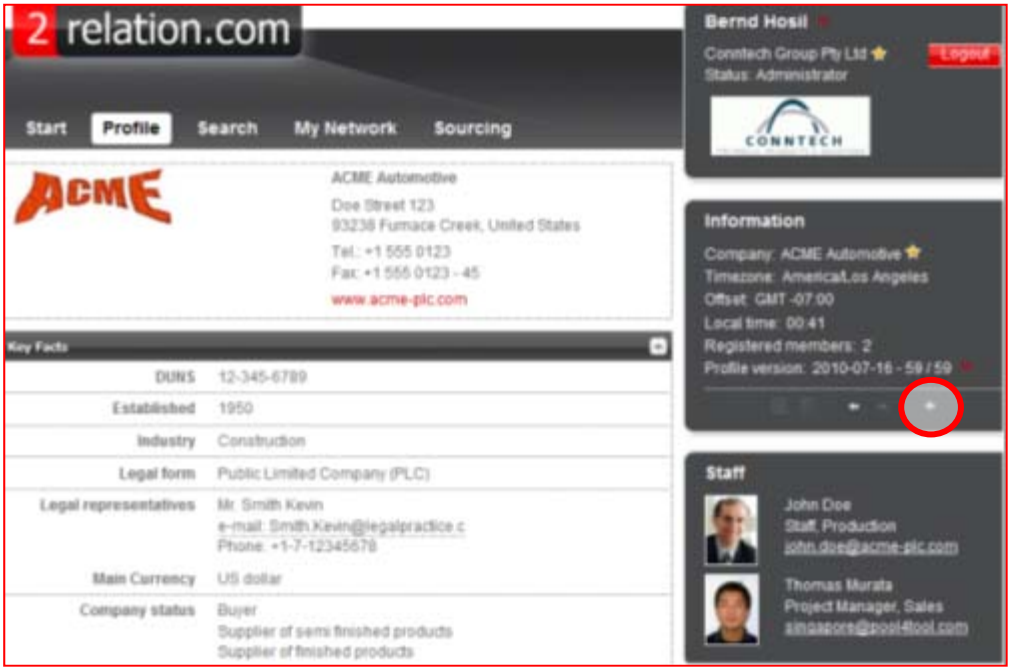


Figure 5. 34: Adding ACME Automotive into your network

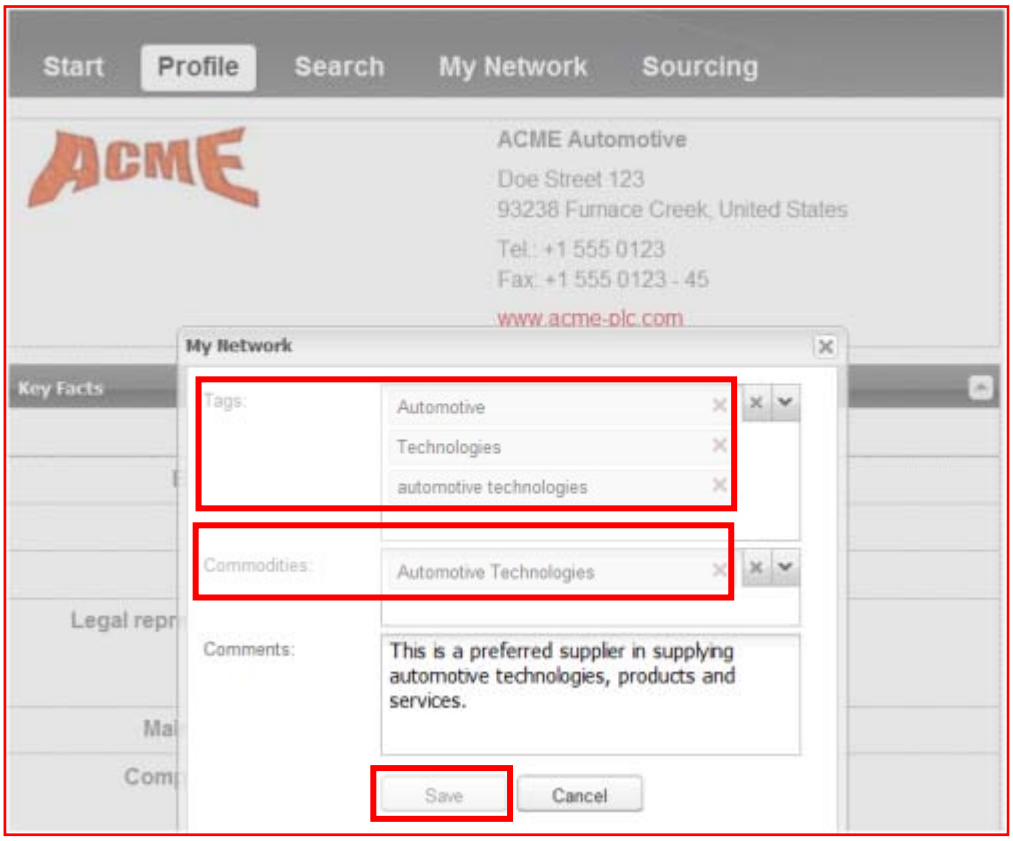


Figure 5. 35: Tagging and assigning pre-determined Commodity to ACME Automotive

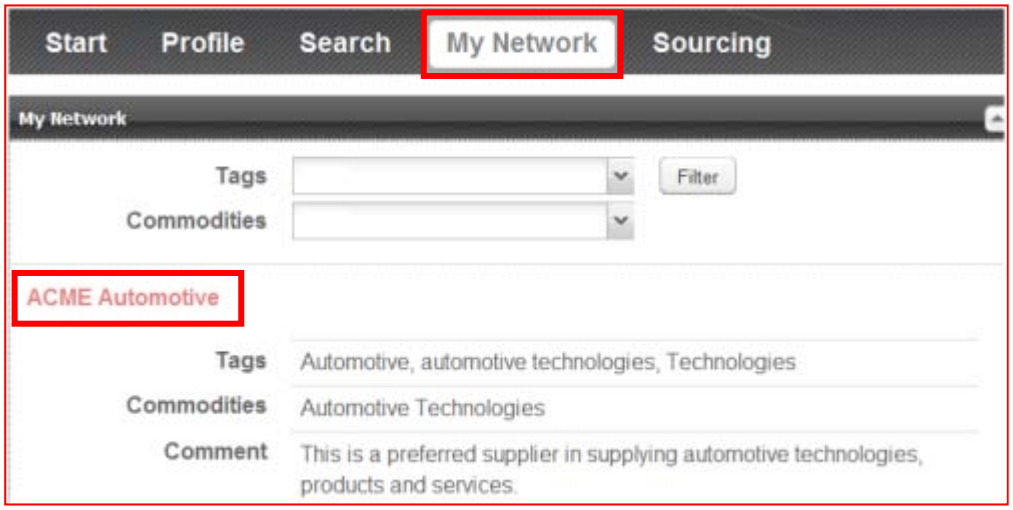


Figure 5. 36: List of Companies in your network along with their tags and Commodities assigned

5.6.2 **Removing company from your network**

You may want to remove company from your network for some reasons, e.g. the company is no longer of your interest.

To remove a company from your network, follow the steps below:

- Go to **My Network** menu
- Click on the company you intend to remove, e.g. **ACME Automotive** (Figure 5.37). The company's profile page will appear
- Click on minus sign (**−** sign) (Figure 5.38)
- Click on OK to confirm the removal

After the removal, you can still add it back into your network by clicking on **+** sign (Figure 5.34).

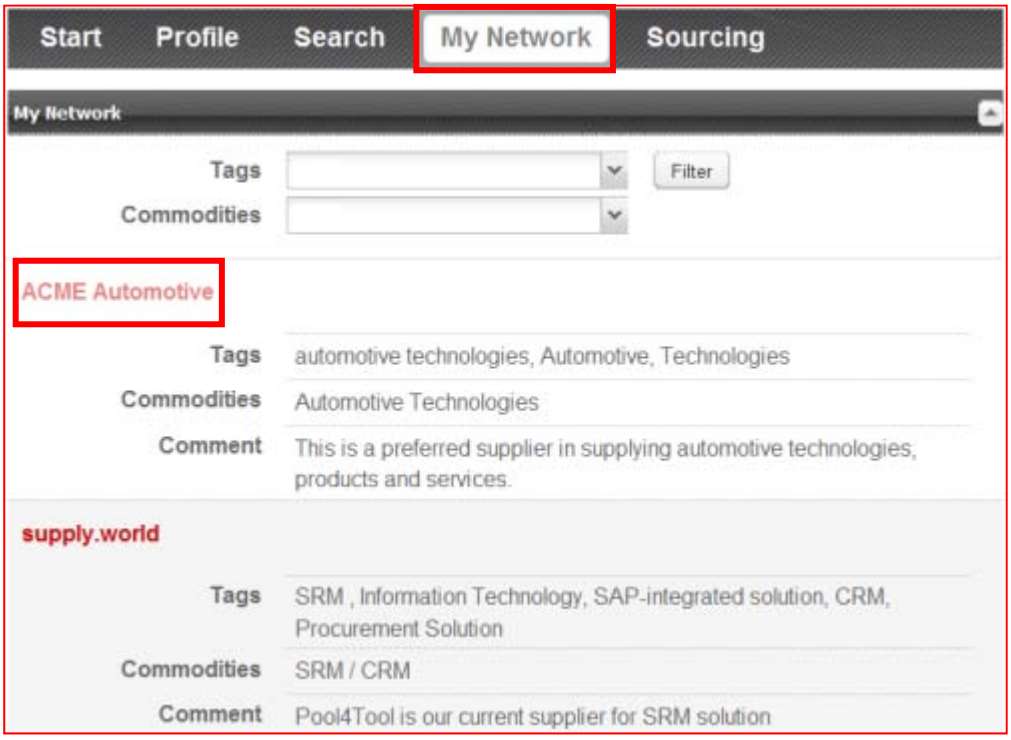


Figure 5. 37: Listing of companines in your network

Figure 5.38: Removing a company from your network

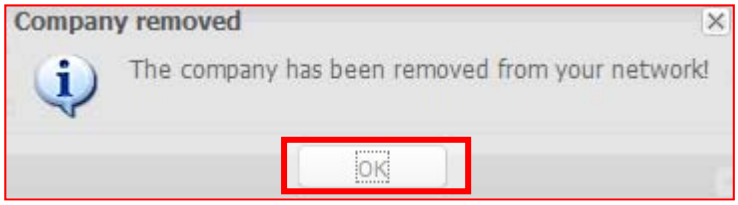


Figure 5. 39: Confirmation of removing a company from your network

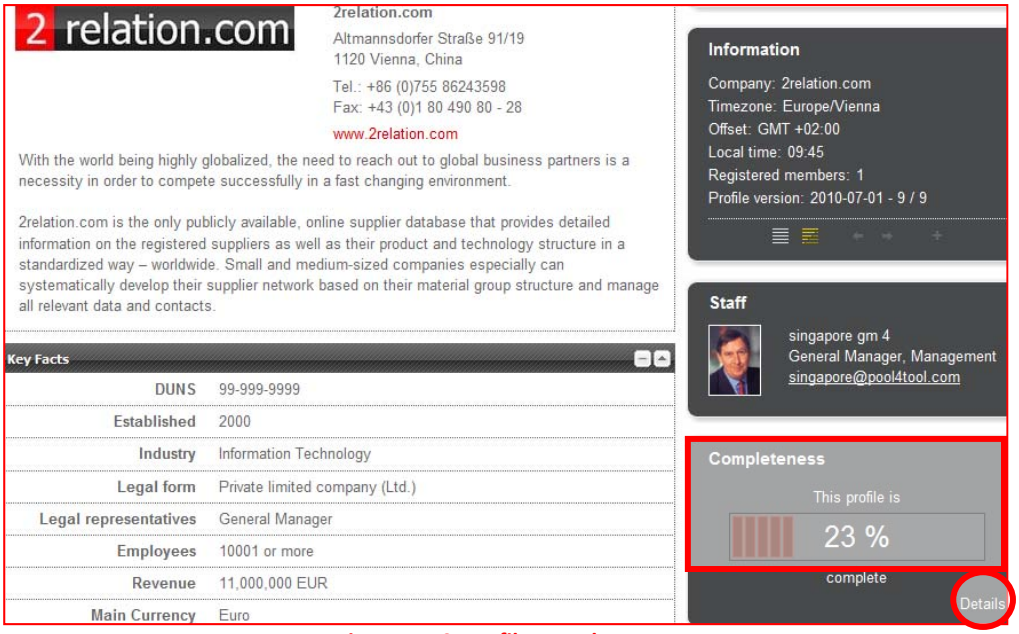
5.7 How to check your profile completeness

Profile completeness is calculated, in term of percentage, based on number of completed fields divided by number of total fields available. In some sections, for example **Certificate** section, the profile completeness is calculated using the number of certificates selected and completed. If a user chooses one certificate, e.g. ISO 9000, and only three fields are completed (valid from, valid to, audited by), the profile completeness will be calculated as 75% (3 completed fields out of 4 fields).

To check profile completeness, follow the steps below:

- Click on '**My Profile**' on **Profile** menu (Figure 5.40)
- Refer to the **Completeness** fielbox, click on **Details** to check the percentage of completeness by section (Figure 5.41)

Sections marked with 0% need to be completed. Using Figure 5.41 as example, you should complete the profile's sections of **Ownership**, **Products**, **Technical**, **Certificates, Quality, Logistics, Environment**. Complete profile will enable 2relation.com engine easily to match with your potential partners (buyer/ supplier).


2relation.com
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1120 Vienna, China
Tel.: +86 (0)755 86243598
Fax: +43 (0)1 80 490 80 - 28
www.2relation.com
With the world being highly globalized, the need to reach out to global business partners is a necessity in order to compete successfully in a fast changing environment.
2relation.com is the only publicly available, online supplier database that provides detailed information on the registered suppliers as well as their product and technology structure in a standardized way – worldwide. Small and medium-sized companies especially can systematically develop their supplier network based on their material group structure and manage all relevant data and contacts.
Key Facts
DUNS 99-999-9999
Established 2000
Industry Information Technology
Legal form Private limited company (Ltd.)
Legal representatives General Manager
Employees 10001 or more
Revenue 11,000,000 EUR
Main Currency Euro
Information
Company: 2relation.com
Timezone: Europe/Vienna
Offset: GMT +02:00
Local time: 09:45
Registered members: 1
Profile version: 2010-07-01 - 9 / 9
Staff
singapore gm 4
General Manager, Management
singapore@pool4tool.com
Completeness
This profile is
23 %
complete
Details

Figure 5. 40: Profile completeness

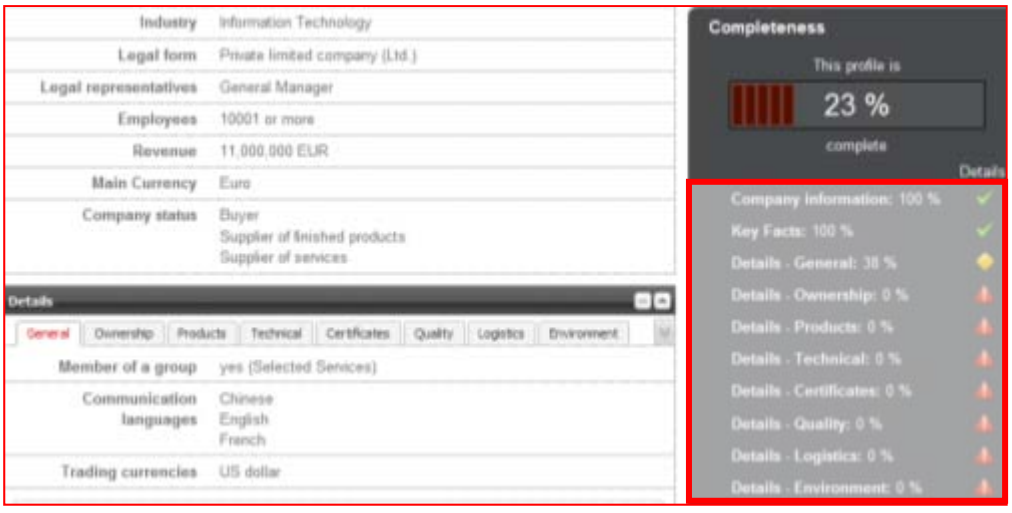


Figure 5.41: Profile completeness by section

6 Search Functions

6.1 Performing basic search

Using **basic search** functionality will help you find your potential buyers / suppliers in 2relation.com and gets connected to them. 2relation.com search function is not case-sensitive; therefore it will display the same result when you type **ABC** and **abc** in the search field.

The following wildcards can be used in basic search:

_	wildcard for one character
?	wildcard for one character or nothing
%	wildcard for multiple characters or nothing
a+b, a b	a and b
(a)(b)	a or b, but not both
a -b	a without b
"(a)b"	the string (a)b

Examples of performing basic search functions:

1. If you are looking for company **Philips** located in Hong Kong, use the following search strings: ***Philips +Hong +Kong,*** and follow the steps below:

   - Click on the **Search** menu, and select **Basic Search** (Figure 6.1). Basic search function page will open up
   - Type **Philips +Hong +Kong** in the search string (Figure 6.2)
   - Click on to start searching. The expected results will display all companies that have the word of ***Philips*** **and** ***Hong Kong*** (Figure 6.2).

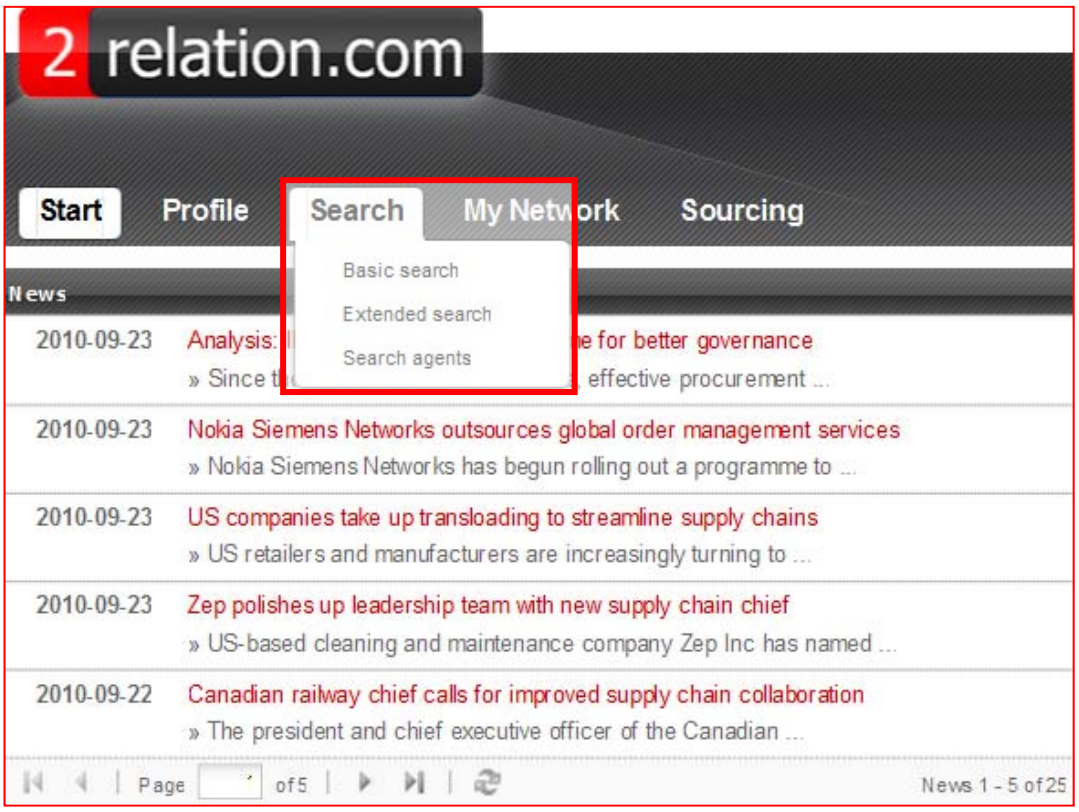

2 relation.com
Start
Profile
Search
My Network
Sourcing
Basic search
Extended search
Search agents
News
2010-09-23
Analysis:
for better governance
» Since t
effective procurement ...
2010-09-23
Nokia Siemens Networks outsources global order management services
» Nokia Siemens Networks has begun rolling out a programme to ...
2010-09-23
US companies take up transloading to streamline supply chains
» US retailers and manufacturers are increasingly turning to ...
2010-09-23
Zep polishes up leadership team with new supply chain chief
» US-based cleaning and maintenance company Zep Inc has named ...
2010-09-22
Canadian railway chief calls for improved supply chain collaboration
» The president and chief executive officer of the Canadian ...
Page
of 5
News 1 - 5 of 25

Figure 6. 1: Search menu

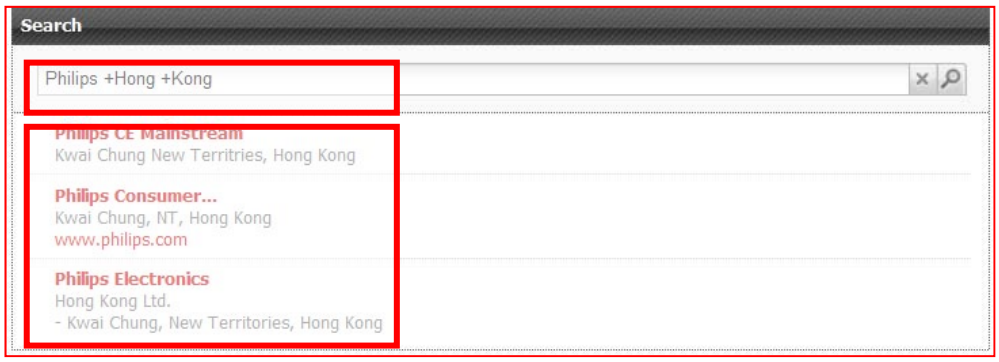


Figure 6. 2: Basic search function, searching company using + wildcard

2. Likewise, if you are looking for companies ***Philips*** that are **NOT** located in **Hong Kong**, use the following search strings: ***Philips -Hong –Kong***. Follow the steps as in example 1. The search result is shown in Figure 6.3.

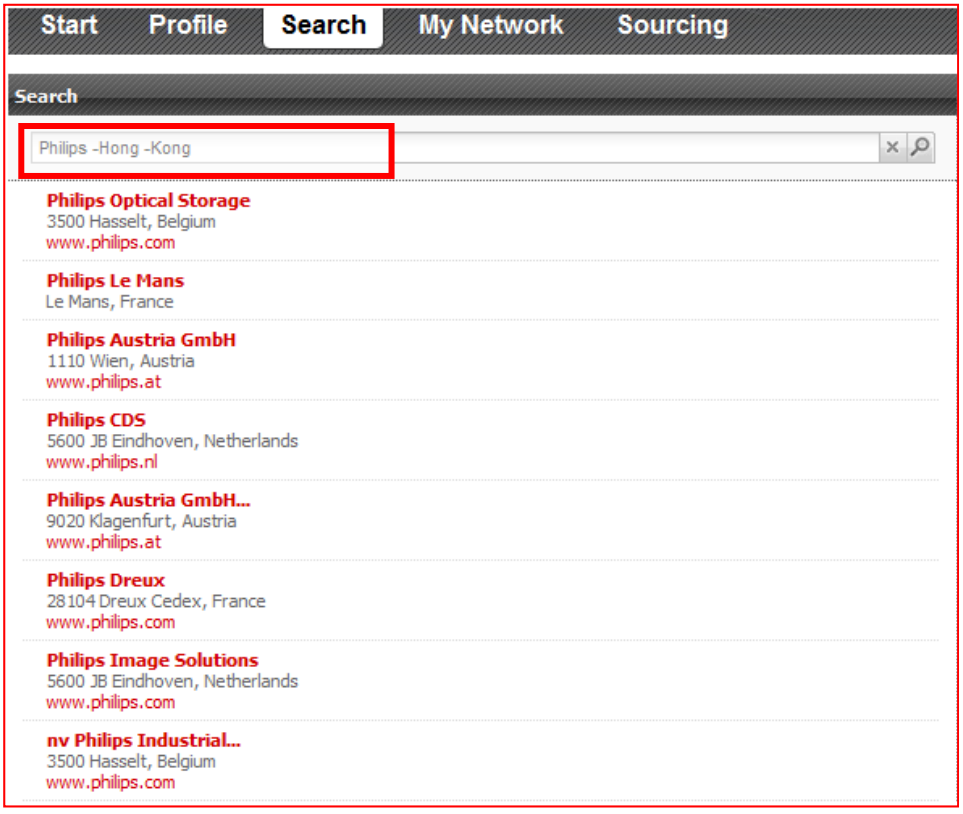


Figure 6. 3: Basic search function, searching company using - wildcard

3. If you are looking for companies that have **MOULD** in their names, use the following search string: ***mould***. You may follow the same steps as in example 1. The search result is shown in Figure 6.4.

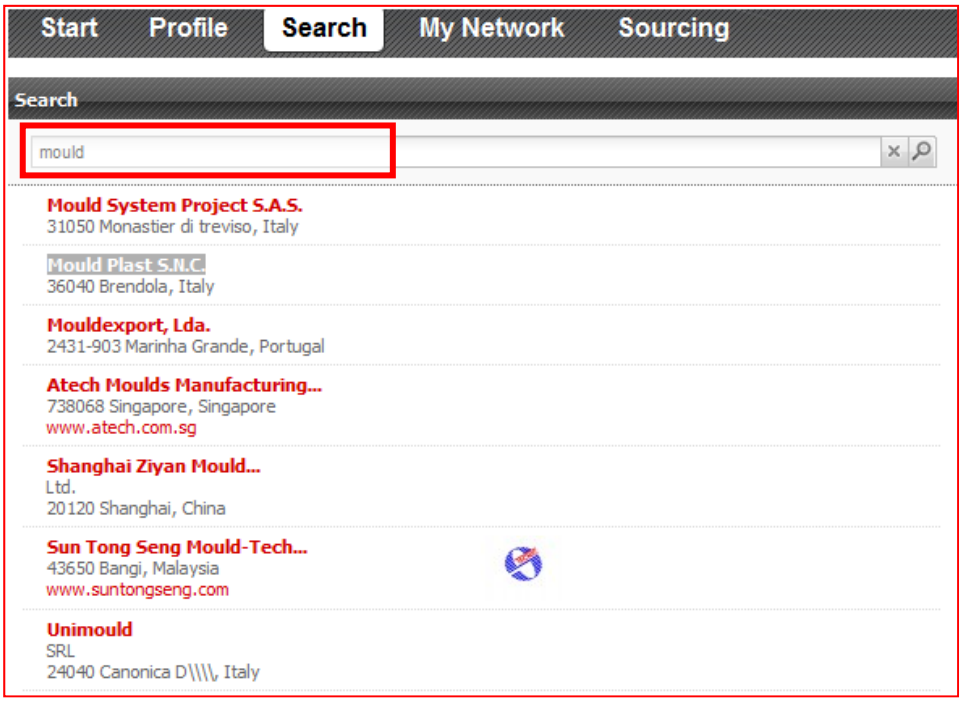


Figure 6. 4: Basic search function, searching company without wildcard

6.2 Performing extended search

Extended search is a comprehensive search function allowing customization in your search criteria based on company's detail.

To perform extended search, follow the steps below:

- Point your mouse at **Search** menu, and click on **Extended Search** (Figure 6.5). The search criteria appear with a list similar to the profile of your company.
- Choose the criteria for searching, for example, country and eClass. You must make at least one criteria as 'mandatory' criteria (Figure 6.6). Let's assume you are looking for companies based in China that supply molded products.
- Select **eClass** number through browsing or searching (Figure 6.6 & Figure 6.7)
- Scroll to the bottom of the page. Click on **Search** to perform the search. The result will be displayed in accordance to the percentage of match criteria.

Figure 6. 5: Extended search menu

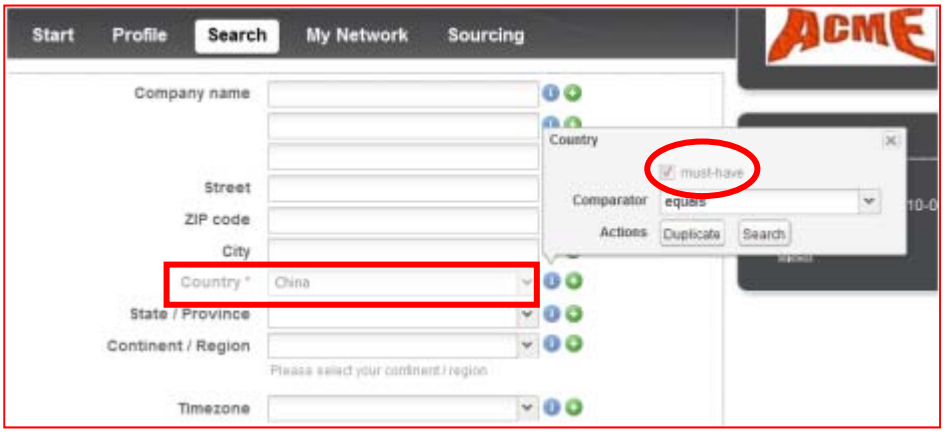


Figure 6. 6: Extended search criteria

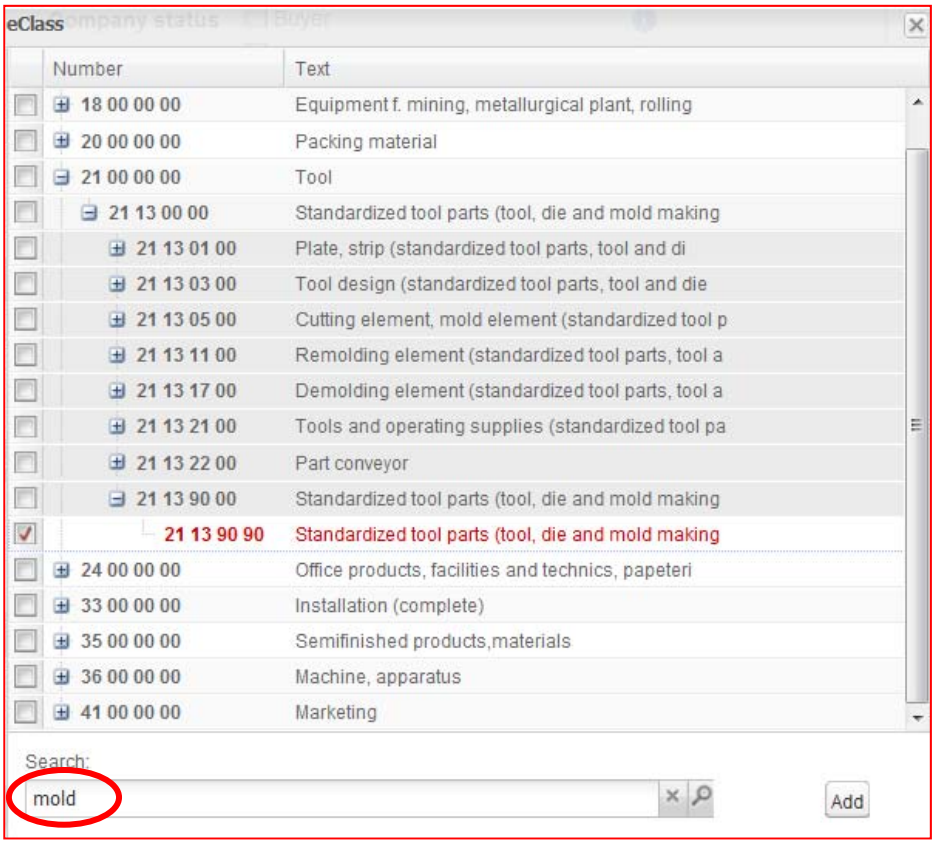

eClass
Number
Text
18 00 00 00
Equipment f. mining, metallurgical plant, rolling
20 00 00 00
Packing material
21 00 00 00
Tool
21 13 00 00
Standardized tool parts (tool, die and mold making
21 13 01 00
Plate, strip (standardized tool parts, tool and di
21 13 03 00
Tool design (standardized tool parts, tool and die
21 13 05 00
Cutting element, mold element (standardized tool p
21 13 11 00
Remolding element (standardized tool parts, tool a
21 13 17 00
Demolding element (standardized tool parts, tool a
21 13 21 00
Tools and operating supplies (standardized tool pa
21 13 22 00
Part conveyor
21 13 90 00
Standardized tool parts (tool, die and mold making
21 13 90 90
Standardized tool parts (tool, die and mold making
24 00 00 00
Office products, facilities and technics, papeteri
33 00 00 00
Installation (complete)
35 00 00 00
Semifinished products,materials
36 00 00 00
Machine, apparatus
41 00 00 00
Marketing
Search:
mold
Add

Figure 6. 7: Using eClass as one of the searcing criteria

Figure 6. 8: Selecting eClass criteria

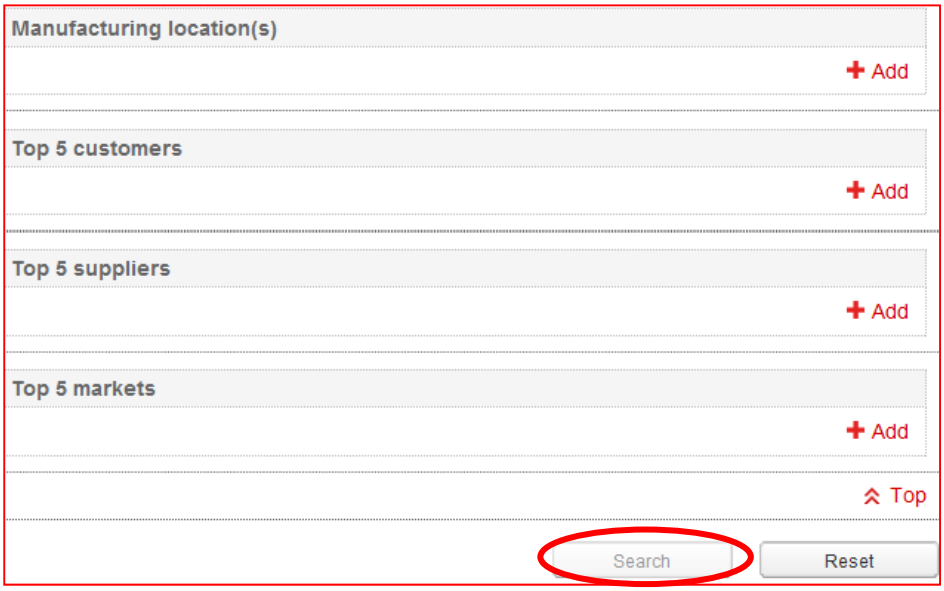


Figure 6. 9: Search button at the bottom of the page

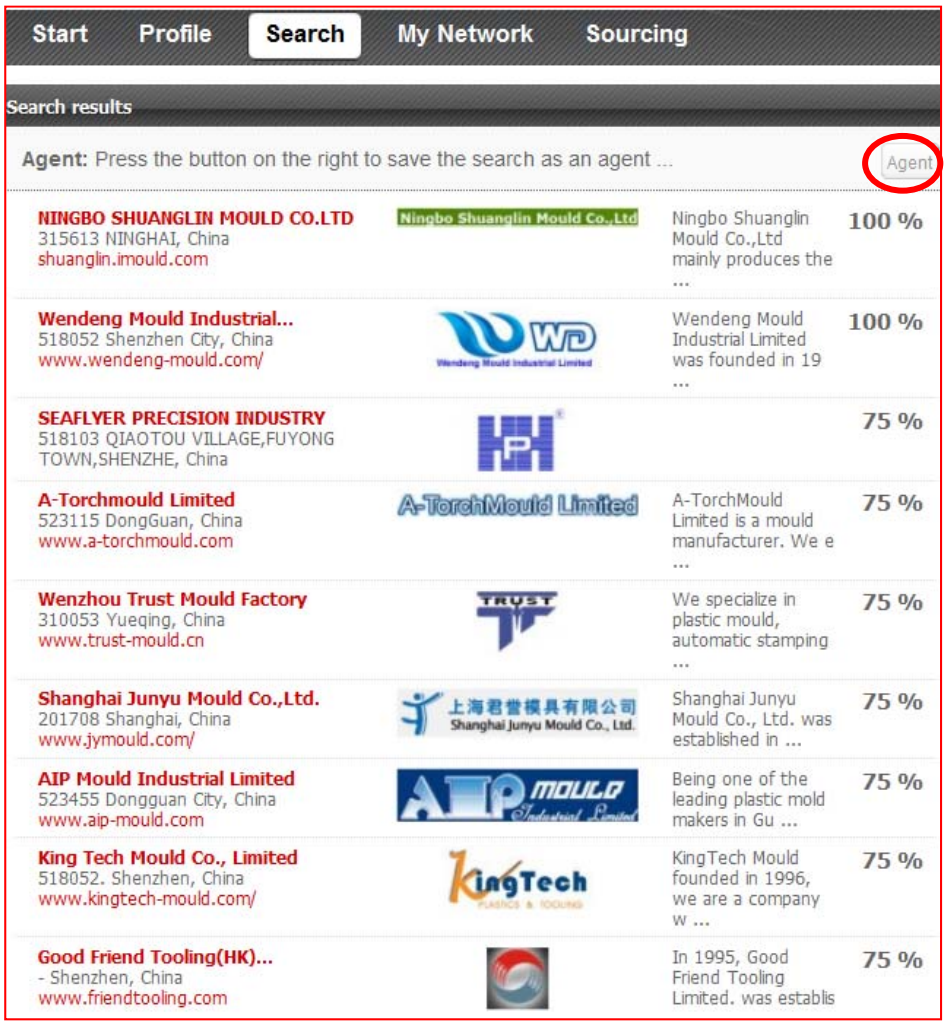


Figure 6. 10: Extended search result using Country and eClass as search criteria

If you would like to have this service, please e-mail us at onlinesupport@2relation.com or call us (refer to section 11 for contacts).

6.3 Search agent

Search agent is integrated with Extended Search function. Search agent allows you to automatically match companies in the database without you manually performing the search. It will also notify you about the newly-registered companies that match your defined criteria.

To create a Search agent, follow the steps below:

- Click on **Agent** button on the **Extended Search** result (Figure 6.10)
- Provide details of your **Search agent** (Figure 6.11) and then click save. The Search agent will be created immediately (Figure 6.12)
- Point your mouse to Search menu and click on Search agents (Figure 6.13). The created Search agent will be listed here (Figure 6.14)
- Your **Search** agents will display newly-registered company(ies) while you are away (Figure 6.15)

If you are interested with this function, please contact us at onlinesupport@2relation.com or call us (refer to section 11 for our contacts).

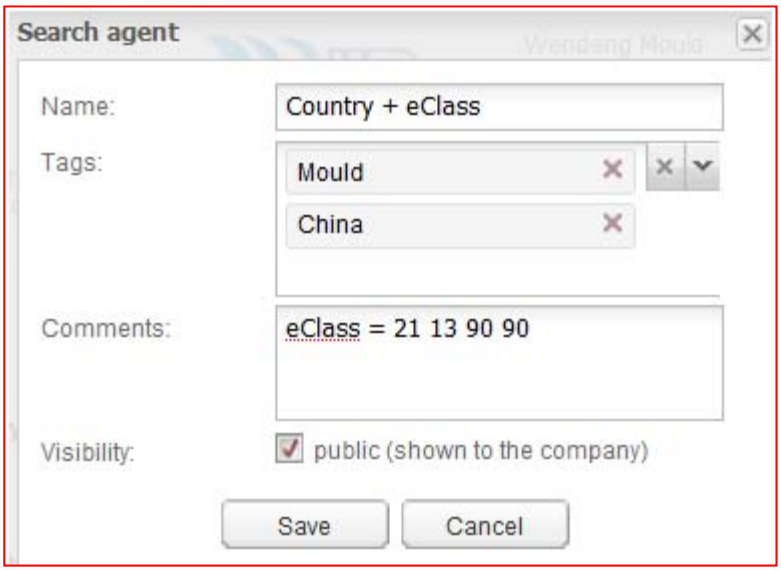


Figure 6. 11: Search agent details

Figure 6. 12: Created Search agent

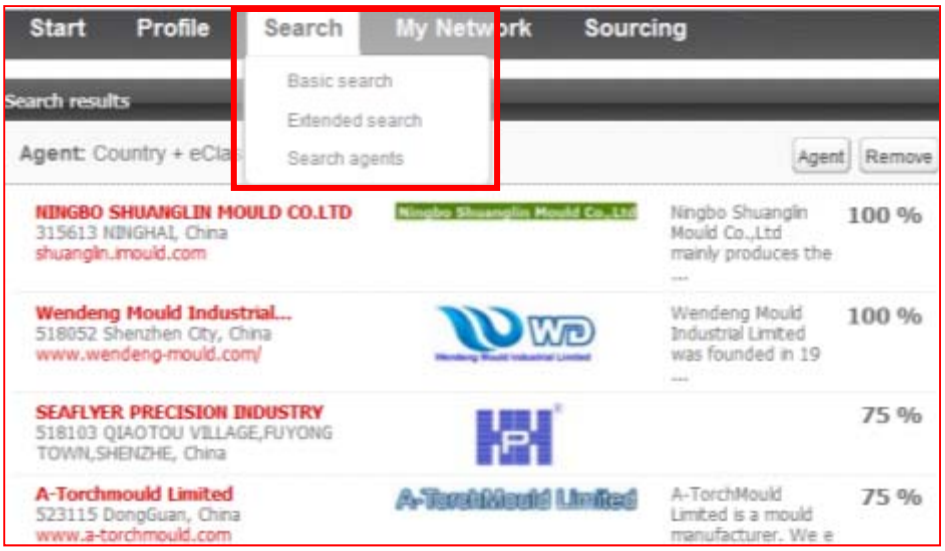


Figure 6. 13: Search agents menu

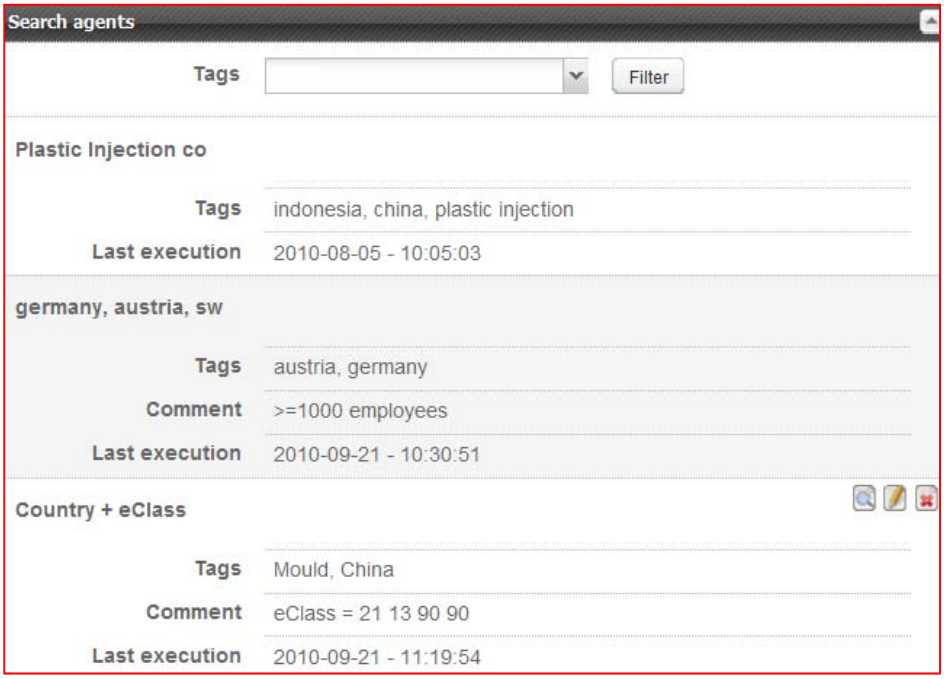


Figure 6. 14: Search agents list

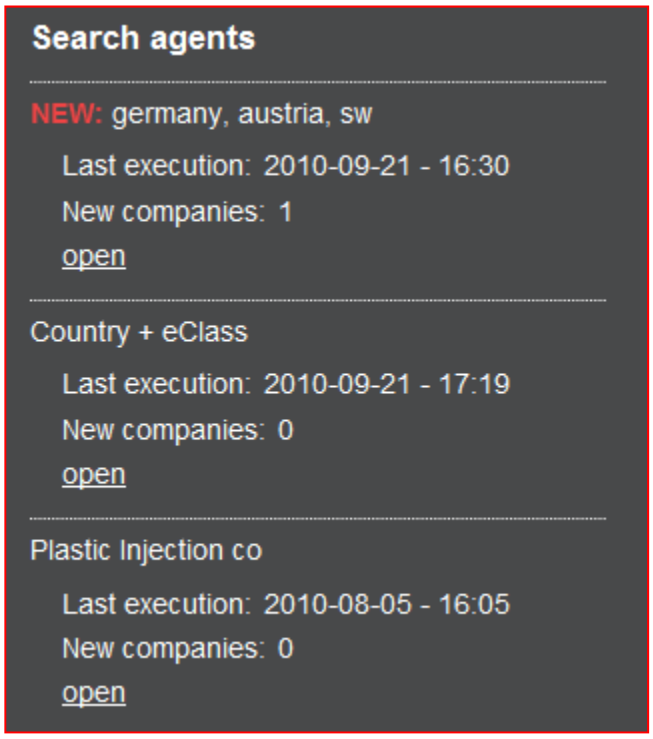


Figure 6. 15: Search agents actively matching new companies for you

6.4 Power Search

Power Search: Power Search allows you to monitor

- who recently visited your profile
- whose profile your company visited recently
- who recently clicked on your company homepage
- potential suppliers and potential customers

In order to find your potential customers, you must have your categorization (i.e. UNSPSC, eClass or Technologies) set. Power Search engine will automatically match other companies' profiles with your categories. Likewise, in order to display your potential suppliers, you must have your commodities set. Commodities basically refer to what products and/or services your company intends to purchase.

7 Viewing profile version

7.1 Viewing own's profile versions

You are able to view your profile changes over time. To view your own profile version, follow the steps below:

- Click on **My Profile** on menu (Figure 7.1)
- Click on the down arrow (Figure 7.2); a list of older profile version will appear
- Select the profile version that you want to view
- The changes made from one profile to the next have their fileds highlighted in different color (Figure 7.3). Referring to Figure 7.3, Employees field changed from 51-200 to 1001 – 5000 (Figure 7.2).

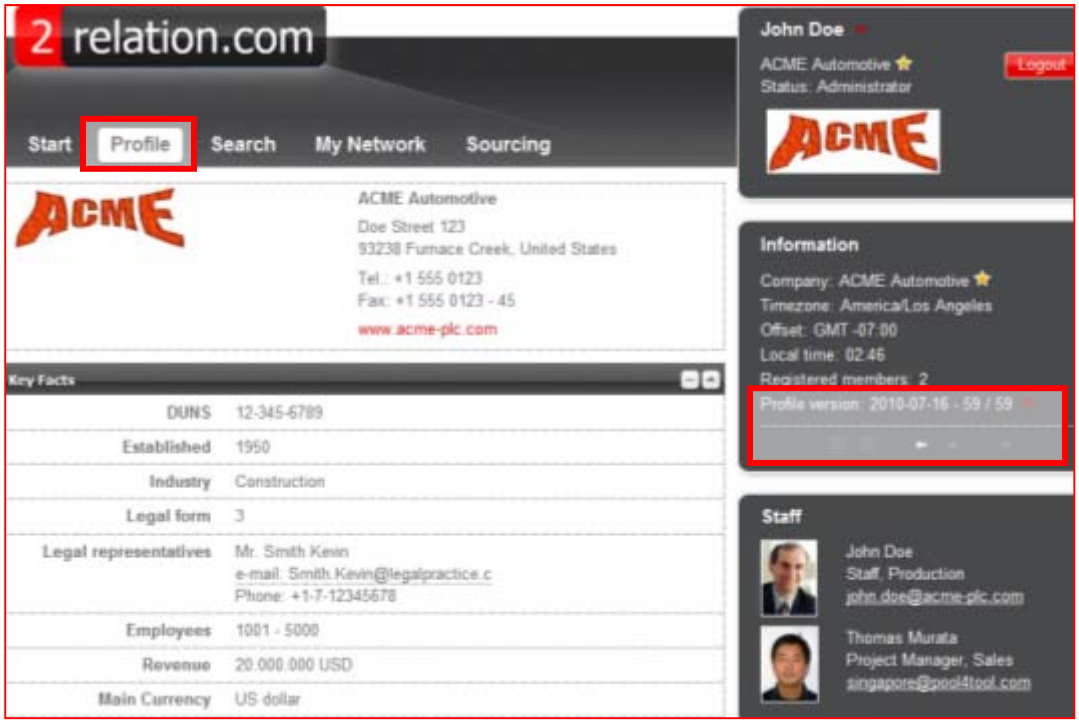


Figure 7. 1: My profile page

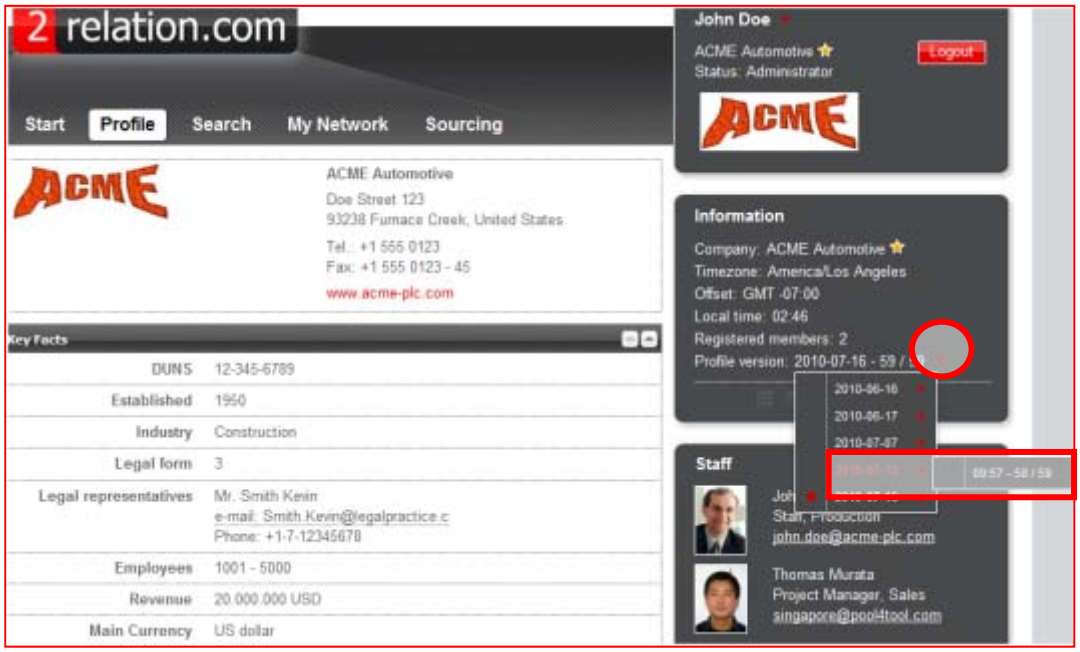


Figure 7. 2: Profile versioning

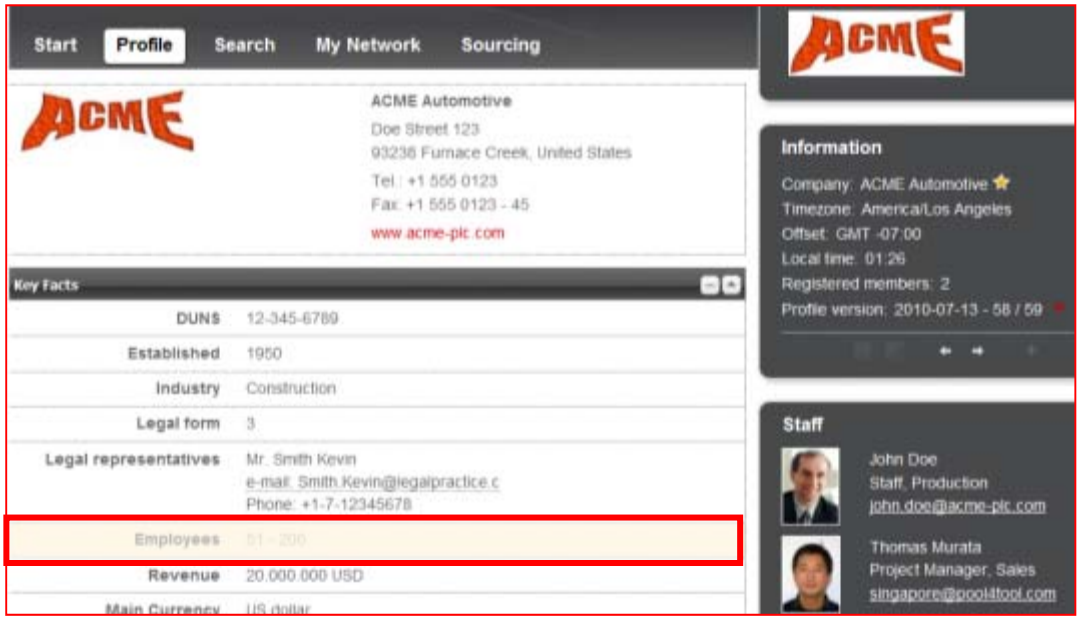


Figure 7. 3: Change made from one profile to another is highlighted

7.2 Viewing other's profile versions

Viewing other's profile versions enables you to view profiles changes over period of time of a company. The profile changes will help you analyze the company's changes, especially if you want to analyze your partners or competitors in your Network.

The process to view other's profile versions is similar to that of viewing your company's profile versions. If the company that you intend to visit is in your Network, then you need to go to My Network to look for the company. Alternatively, you can search the company using Search functionality. For example, to view a company called 2relation.com, you need to search the company first. Then follow the steps in section 7.1.

8 2relation.com sourcing module

8.1 Introduction of sourcing module

2relation.com sourcing module is powered by **Pool4tool™**. When users respond to public RFQs, they will be redirected to **Pool4tool™** platform. As a registered user, you are able to create RFQs in 2relation.com, and send invitations to suppliers in the 2relation.com marketplace.

The sourcing module of 2relation.com comprises of:

- My RFQs: all RFQs that you and your colleagues have created. You are able to view your colleagues' RFQs but are not able to change them. Colleagues in this case refer to the users under the same company.
- Public RFQs: all public RFQs created by other companies that are open to all users in 2relation.com marketplace. If you are interested with the RFQ, you can provide your response.
- Public Auctions: all public auctions available for bidding. Only POOL4TOOL customers are able to create public auction.

The RFQ of 2relation.com has three main parts, namely:

- Header, which comprises of information such as:
    - RFQ title: title of the RFQ
    - Deadline: the deadline of the RFQ of which if it passes this deadline, suppliers will not be able to submit their quote. The RFQ's deadline usually follows your company's general Terms & Conditions of purchase.
    - Currency: the currency used in the RFQ
    - Cost breakdown structure: the structure of the costs for your material. Currently, there are three cost breakdown structures in 2relation.com, i.e. Simple, advanced with one time cost, and advanced.
    - Description: you can use this box to briefly describe your RFQ. You may use the attachment function to attach more details.
    - Price breaks: It determines how prices might change depending on the quantity. For example, a company might quote $1,000 for a laptop, however, if you increase your purchase to, say 50, price might drop to $900.
- Positions, which comprises of:
    - material name: this is basically the name of the item that you intend to purchase
    - quantity: number of items to be purchased
    - unit : the unit of measurement of the item, e.g. unit, Kg, tonne, piece

- documents: You may attach your company's general term & condition of purchase as well as technical specifications here.

You can add up to a maximum of 5 positions per RFQ.

- Suppliers: vendors whom you want to solicit your RFQ to. If you flag the RFQ as public RFQ, any user can view the RFQ under public RFQ folder. When the user clicks on 'participate' button on the public RFQ, the supplier will automatically self-invite his/her company into the public RFQ.

8.2 Creating a public RFQ

To create a public RFQ, follow the steps below:

- Hover your mouse to Sourcing menu upon logging on and then click on **My RFQs** (Figure 8.1)
- Click **Add** to create new RFQ (Figure 8.2)
- Complete the RFQ form (Figure 8.3):
  - Header: let's assume the RFQ is to purchase 100 laptops
    - Title: RFQ for 100 laptops
    - Public: If this box is ticked, the RFQ will be shown to all registered suppliers in 2relation.com
    - Deadline: 6 October 2010
    - Currency: Euro
    - Cost Breakdown: select advanced with one time cost#
    - Price breaks: Let's break the prices into three categories: price for 25 units, price for 50 units and price for 100 units
  - Positions: We can use one position for this RFQ. There are two attachments, i.e. Terms & Conditions of Purchase, and Specifications of laptop in details. Both are in acrobat format.
- Click on **Add** to invite suppliers for this RFQ (Figure 8.4)
- Search the suppliers you intend to add. Tick on the box to select the companies and then click **Add** (Figure 8.5)
- Click **Save & Publish** to publish the RFQ (Figure 8.6). The RFQ will be running, which is shown by its status' color of green.

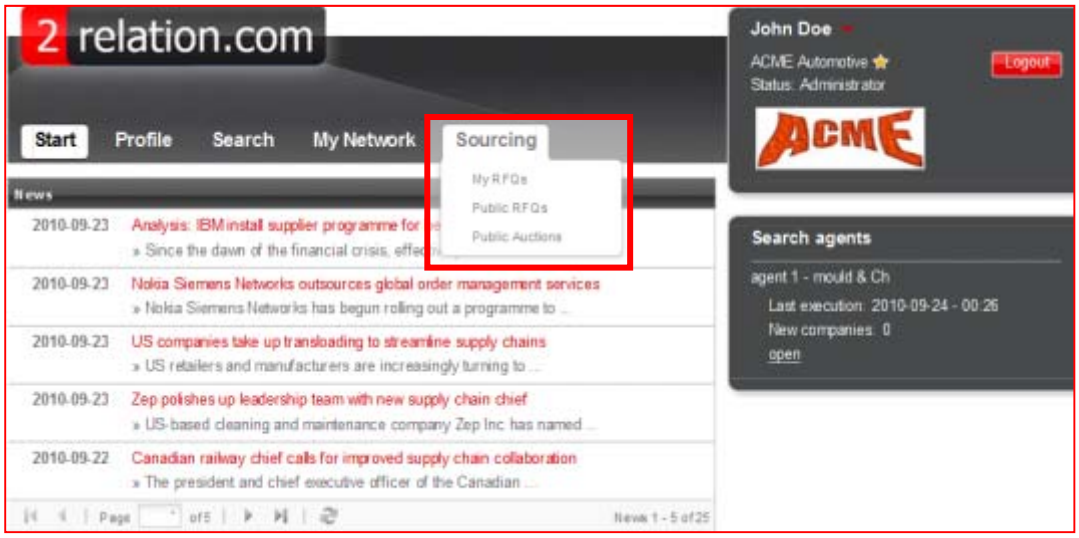

2 relation.com
John Doe
ACME Automotive
Status: Administrator
Logout
Start
Profile
Search
My Network
Sourcing
My RFQs
Public RFQs
Public Auctions
News
2010-09-23 Analysis: IBM install supplier programme for
» Since the dawn of the financial crisis, effe
2010-09-23 Nokia Siemens Networks outsources global order management services
» Nokia Siemens Networks has begun rolling out a programme to ...
2010-09-23 US companies take up transloading to streamline supply chains
» US retailers and manufacturers are increasingly turning to ...
2010-09-23 Zep polishes up leadership team with new supply chain chief
» US-based cleaning and maintenance company Zep Inc has named ...
2010-09-22 Canadian railway chief calls for improved supply chain collaboration
» The president and chief executive officer of the Canadian ...
Page of 5
News 1 - 5 of 25
Search agents
agent 1 - mould & Ch
Last execution: 2010-09-24 - 00:26
New companies: 0
open

Figure 8. 1: Sourcing module in 2relation.com

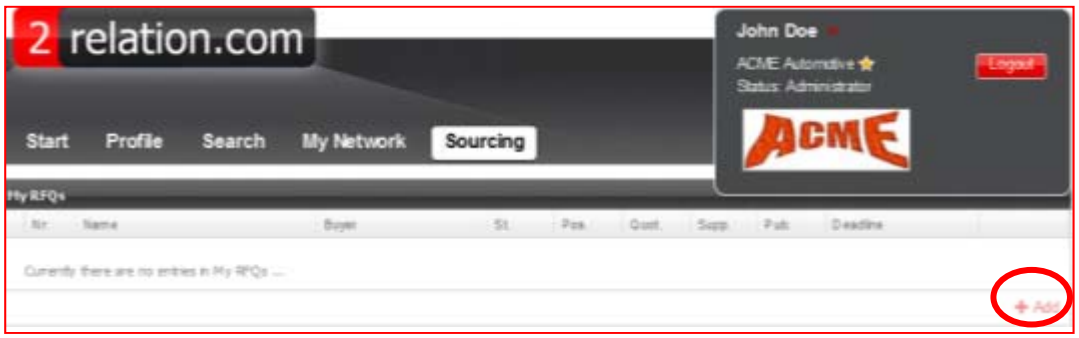


Figure 8. 2: Adding new RFQ

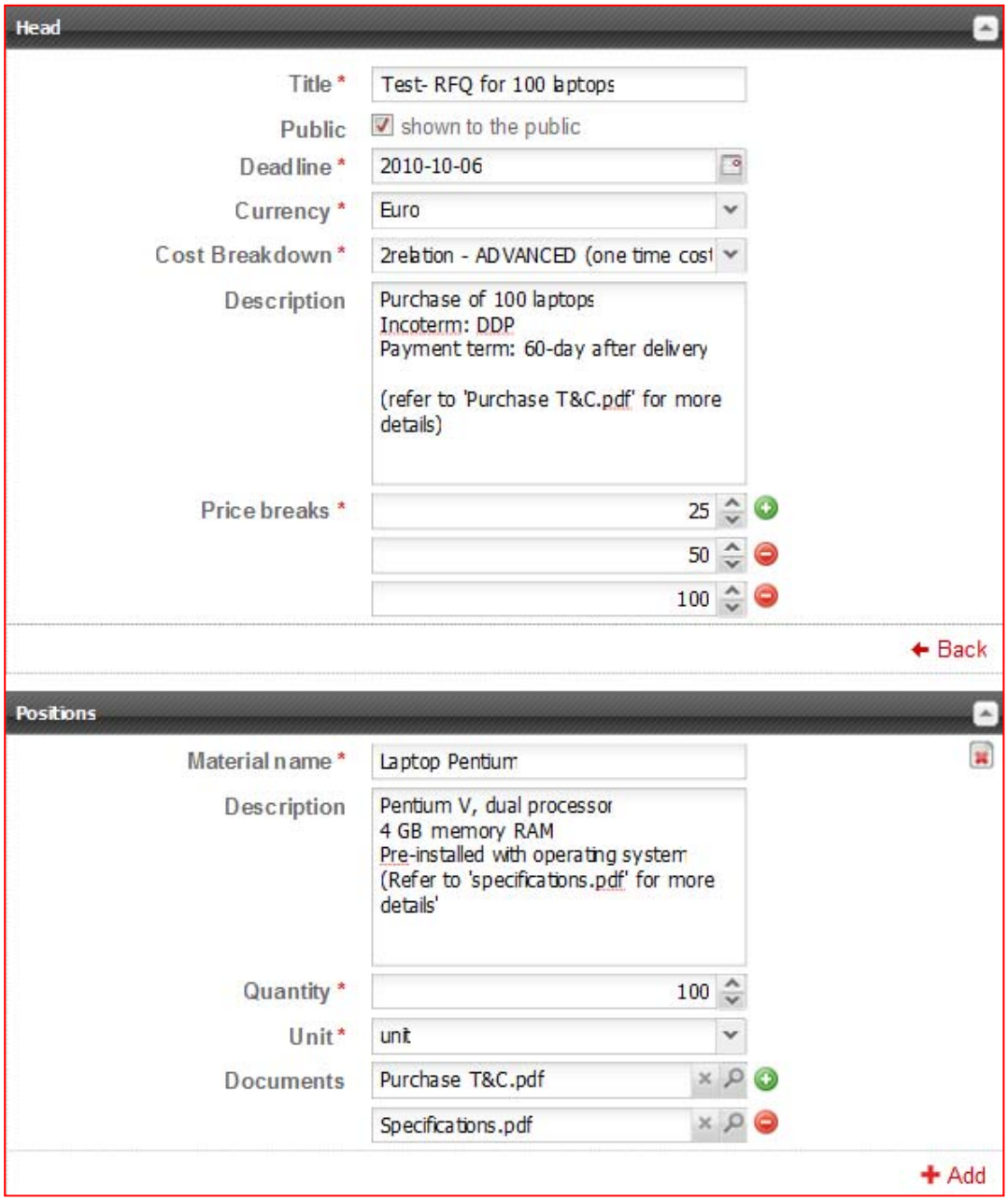


Figure 8. 3: RFQ details

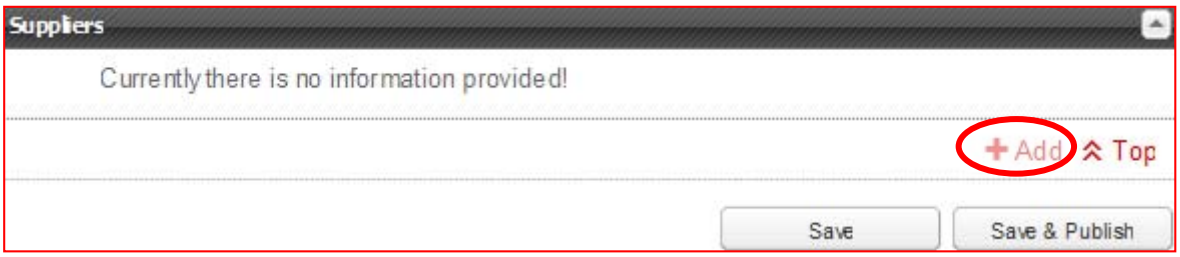


Figure 8. 4: Adding suppliers into RFQ

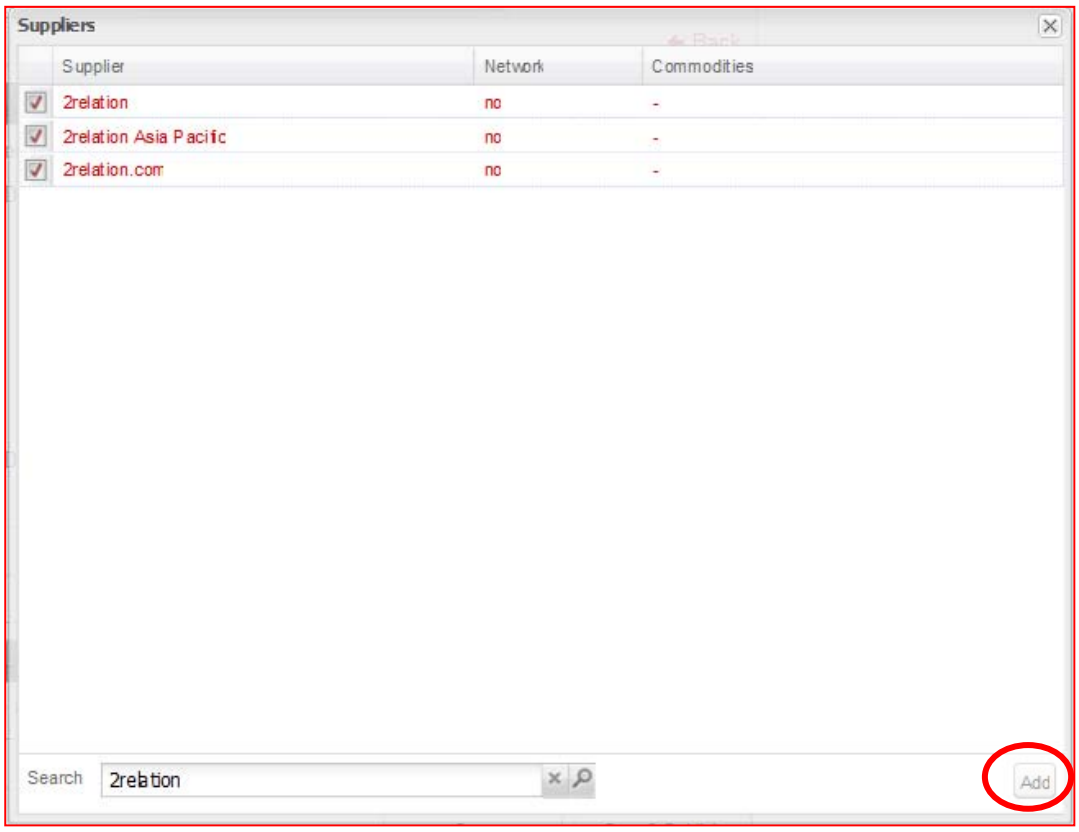


Figure 8. 5: Searching for suppliers

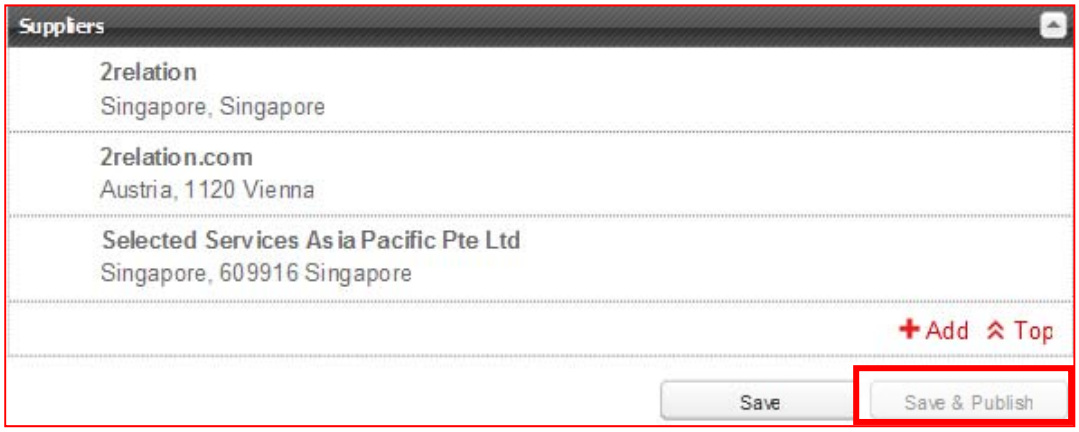


Figure 8. 6: Save and publishing RFQ

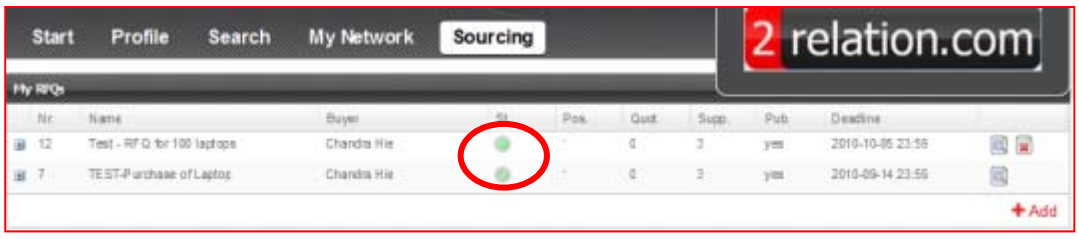


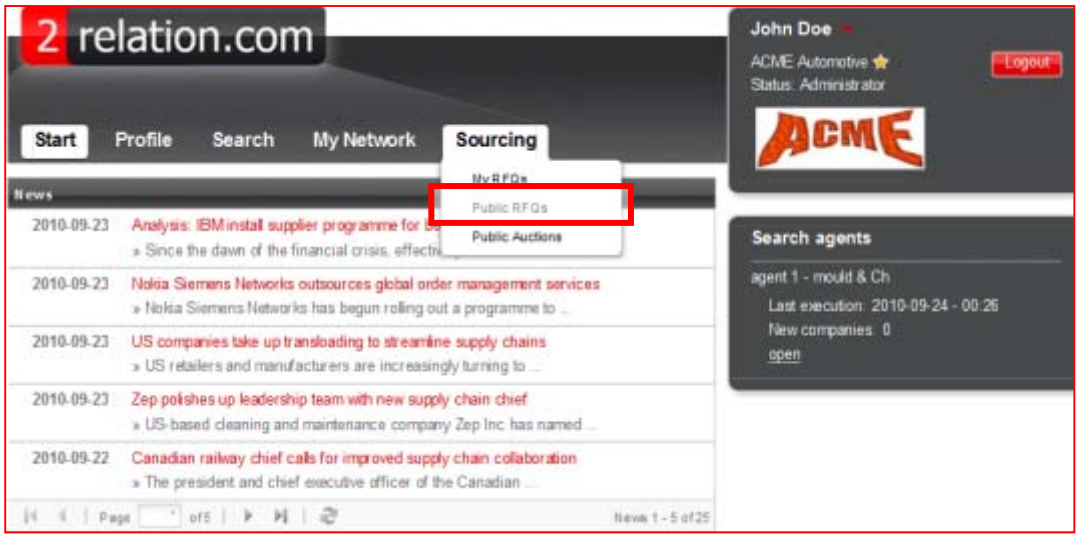
Figure 8. 7: Running RFQ

8.3 Responding to a public RFQ

If you are interested with a public RFQ, you can choose to respond to the RFQ.

To respond to a public RFQ, follow the steps below:

- Click on **Sourcing** module
- Click on **Public RFQs.** Public RFQs available fo quoting will be listed
- Click on calculator icon to open the RFQ (figure 8.9). You will be redirected to **Pool4tool™** website for quoting
- Follow the instruction on the screen to complete your quotation and submit your quotes.


2 relation.com
John Doe
ACME Automotive
Status: Administrator
Logout
Start
Profile
Search
My Network
Sourcing
My RFQs
Public RFQs
Public Auctions
News
2010-09-23 Analysis: IBM install supplier programme for
» Since the dawn of the financial crisis, effectiv
2010-09-23 Nokia Siemens Networks outsources global order management services
» Nokia Siemens Networks has begun rolling out a programme to ...
2010-09-23 US companies take up transloading to streamline supply chains
» US retailers and manufacturers are increasingly turning to ...
2010-09-23 Zep polishes up leadership team with new supply chain chief
» US-based cleaning and maintenance company Zep Inc has named ...
2010-09-22 Canadian railway chief calls for improved supply chain collaboration
» The president and chief executive officer of the Canadian ...
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News 1 - 5 of 25
Search agents
agent 1 - mould & Ch
Last execution: 2010-09-24 - 00:26
New companies: 0
open

Figure 8. 8: Public RFQs of 2relation.com sourcing module

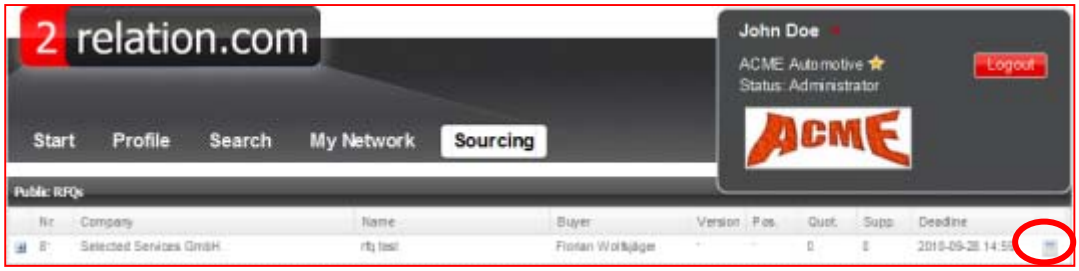

Figure 8. 9: List of public RFQs

Figure 8. 10: Responding to RFQ, powered by Pool4tool™

8.4 Sorting and filtering / searching public RFQs

If there are too many Public RFQs, you can sort and filter the RFQs. To sort public RFQs, you can simply click on the column name. For example, you may want to sort based on Deadline column (Figure 8.11).

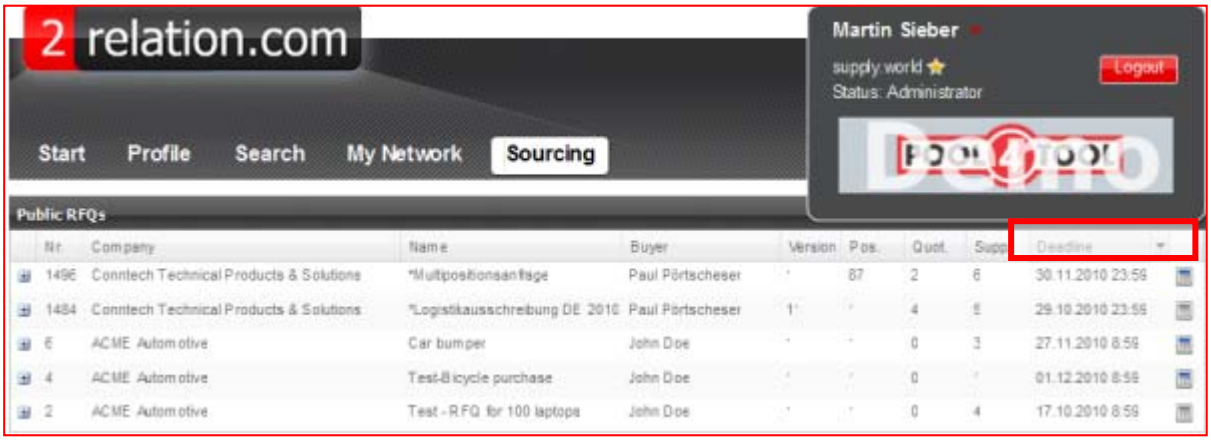

Figure 8. 11: Sorting public RFQs

In addition, you can also filter/ search public RFQs. To filter public RFQs, follow the steps below:

- Point your mouse to the column that you want to filter, e.g. Company column.
- Click on drop-down arrow on the rightside of the column. A list of option will appear (Figure 8.12)
- Type in company name on the filter, e.g. ACME. It will immediately filter public RFQs list based on company filtered (Figure 8.13).

When filter is applied on a column, the column name will change to italic bold, e.g. ***Company*** (Figure 8.14). To remove the filter, you can simply untick filter box (Figure 8.15).

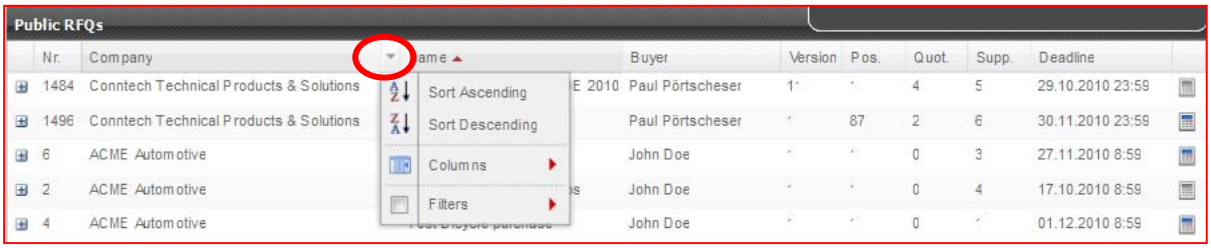

Figure 8. 12: options list when clicking on dropdown arrow

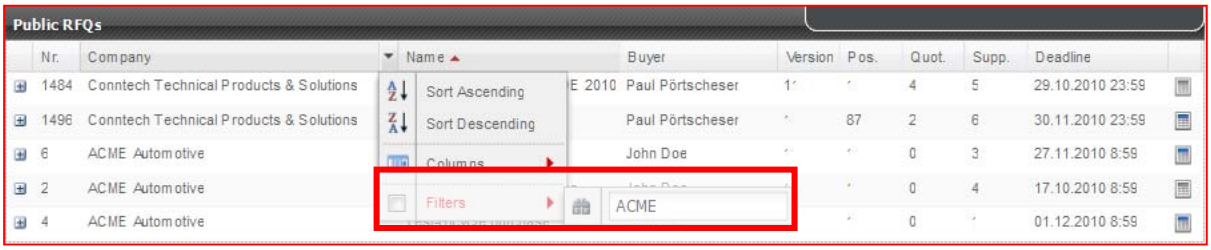

Figure 8. 13: Filtering company offering public RFQs

Figure 8. 14: Filter applied in the *Company* column (Note that column name printed in bold italic after filtering)

Figure 8. 15: removing filter by unticking filter box

9 Privacy settings

9.1 Standard users groups

You are able to control the visibility of your profile details using privacy settings. The privacy settings are determined by users groups. There are currently four users groups in privacy settings, namely (Figure 9.1):

- All: all users of the Internet
- Guests: guests who browse or search 2relation.com
- Members: members of 2relation.com
- Network: All companies that are added into your network (refer to section 5.6)

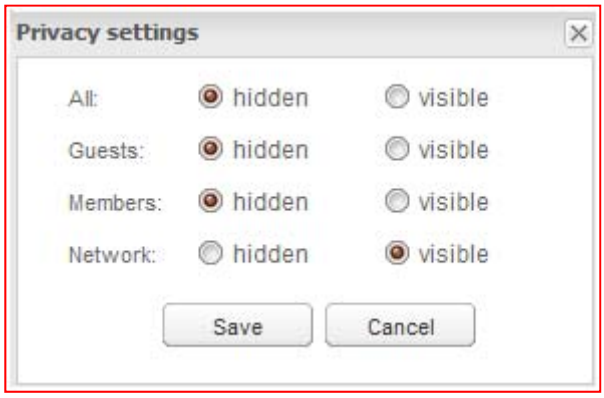

Figure 9. 1: Four users groups in Privacy Settings

It is important to understand the difference of the users groups above when changing your Privacy Settings.

9.2 Default settings

By default, all users are able to view the following details from your profile settings:

- Company general information
- Selected Key Facts information, e.g. year of establishment, industry, legal form, main currency, company status.
- Categorization: eClass, UNSPSC, and Technologies

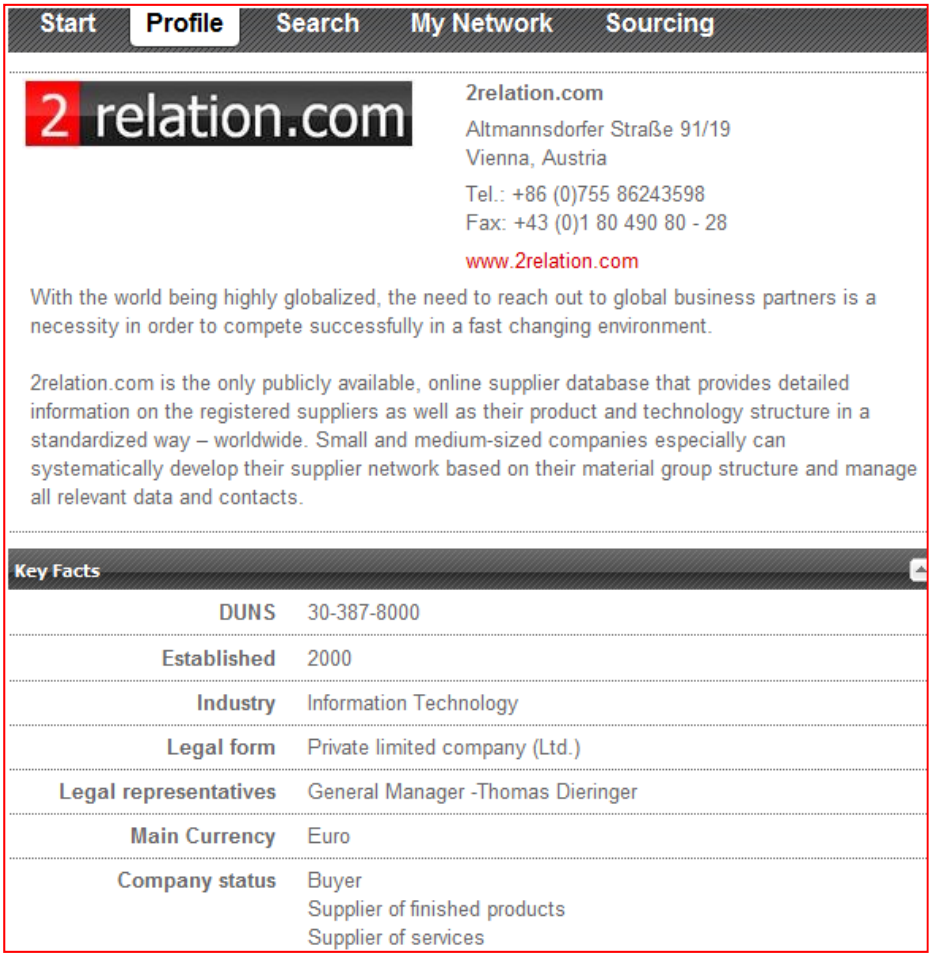
Start
Profile
Search
My Network
Sourcing
2 relation.com
2relation.com
Altmannsdorfer Straße 91/19
Vienna, Austria
Tel.: +86 (0)755 86243598
Fax: +43 (0)1 80 490 80 - 28
www.2relation.com
With the world being highly globalized, the need to reach out to global business partners is a necessity in order to compete successfully in a fast changing environment.
2relation.com is the only publicly available, online supplier database that provides detailed information on the registered suppliers as well as their product and technology structure in a standardized way – worldwide. Small and medium-sized companies especially can systematically develop their supplier network based on their material group structure and manage all relevant data and contacts.
Key Facts
DUNS 30-387-8000
Established 2000
Industry Information Technology
Legal form Private limited company (Ltd.)
Legal representatives General Manager -Thomas Dieringer
Main Currency Euro
Company status Buyer
Supplier of finished products
Supplier of services

Figure 9. 2: User viewing the default views of 2relation.com

When a logged-in user performs search on 2relation.com, he/ she will be able to view the default setting of 2relation.com as depicted in Figure 9.2.

Additional default settings of privacy are:

- Details boxes: The Details boxes such as **General**, **Ownership**, etc (refer Figure 9.3) are only visible to your companies in your Network. Unless you change the privacy settings, other users groups are not able to view the details.

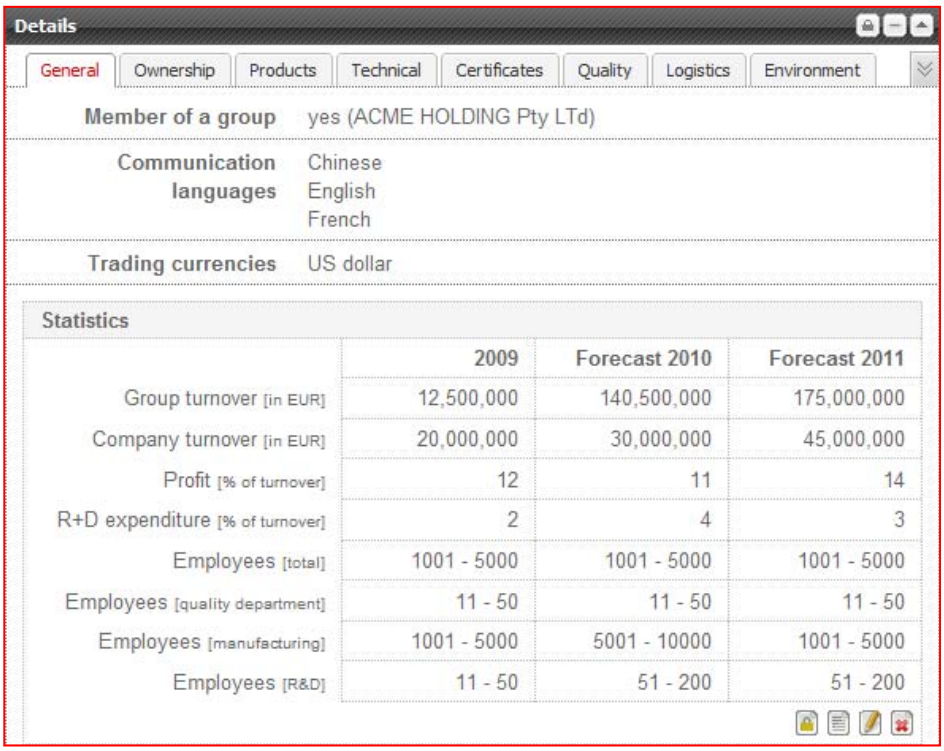

Figure 9. 3: By default, only companies in your Network are able to view the Details boxes.

- Fieldsets below by default are hidden from All (including from your Network):
  a) Statistics
  b) Employees
  c) Customer
  d) Supplier
  e) Market
  f) Revenue
- User-fields below by default are hidden from All (including from your Network):
  a) email
  b) telephone
  c) fax
  d) mobile number
  e) birthday
  f) skype
  g) linkedin
  h) xing
  i) twitter

Albeit **Details** box entailing information such as **Statistics**, **Employees** and **Revenue** are made visible to your Network, by default, the fieldsets of **Statistics**, **Employees**, and **Revenues** are hidden from **All**. This is because if a box or fieldset or user-field is hidden from a group of users, the setting will be hidden from this group of users regardless where the box/ fieldset / user-field is located.

The setting in Detail fieldbox can not supersede a fieldset/field inside it. When the Details Boxes are set hidden from a users group but a fieldset or field inside the Details Boxes is set visible to the same users group, this users group will be able to view the fieldset or field. For example, when you set the privacy settings of Details fieldbox as depicted in Figure 9.4, but your privacy settings of **Statistics** are set as in Figure 9.5, All users will be able to view your Statistics despite the fact that **Statistics** is located inside the Details Box.

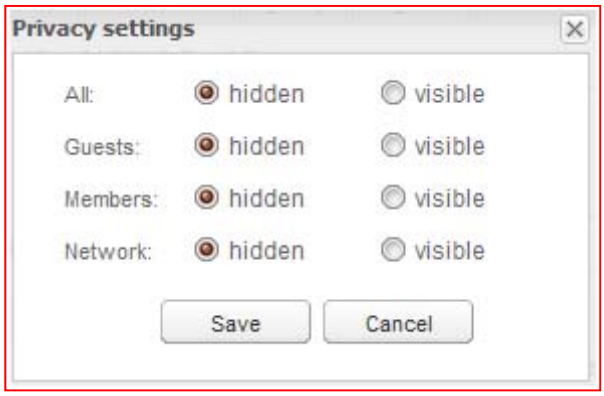

Figure 9. 4: Example of privacy settings for Details Boxes

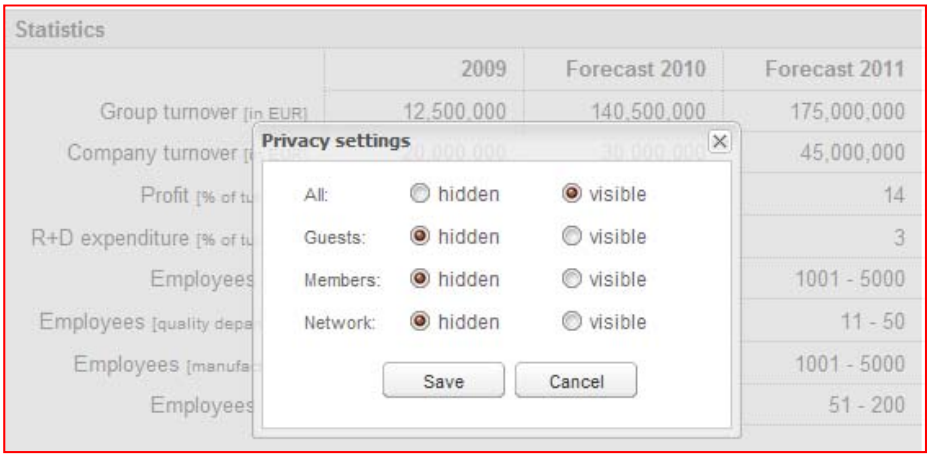

Figure 9. 5: Example of privacy settings for Statistics

9.3 Changing your defaults settings

You are able to control what information to be visible for others. 2relation.com privacy settings have four levels privacy control based on the users groups i.e. **All**, **Guests**, **Members**, and **Network**. For all controllable fieldsets/ user-fields/ boxes, they can be customized using button.

To change your privacy settings of Key Facts box, for example, follow the steps below:

- Click the privacy button located on the top left box (Figure 9.6). The default privacy settings box will appear (Figure 9.8).

Figure 9. 6: Changing privacy settings of Key Facts box

- Tick on the radio button to set your privacy settings, for example, if you want to hide the Key Facts box from All users except your Network, you can set the settings as shown in Figure 9.7.

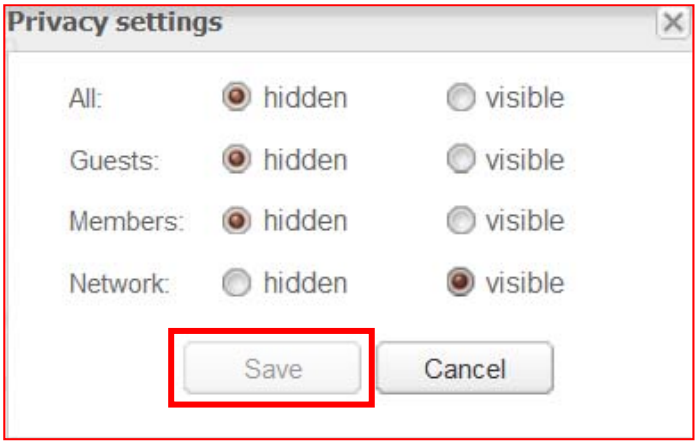

Figure 9. 7: Set the privacy settings only to be visible for your Network

- Click on **Save** button to save the changes
- Repeat the same procedures if you want to change other fieldsets/ user-fields / boxes privacy settings.

The changes will take effect immediately. Only companies that have been added into **your Network** are able to view your **Key Facts** box. Therefore, if you want to allow companies to view your Key Facts details, you need to add the company into your Network (refer to section 5.6).

If you want to reset the privacy settings back to its default setting, simply clear the privacy settings (Figure 9.8).

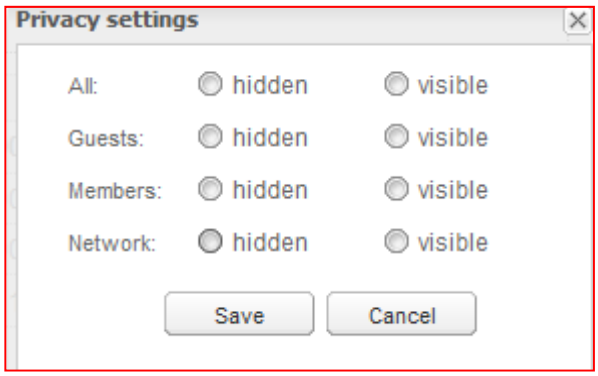

Figure 9. 8: Resetting Privacy Settings to default settings

10 Export your contacts into vCard/ Outlook contact

You can export your network's contacts into **vCard** format and save it in a file. Alternatively, you also can export it directly into **Outlook** Contact.

To export a contact into vCard/Outlook contact, follow the steps below:

- Select your company's contact (from My Network). Cick on the company name, e .g. **Conntech Group Pty Ltd.** (Figure 9.10). The company's profile will open up.
- Point your mouse to the photo of the contact that you want to export. A fieldbox describing the contact details will appear on the leftside (Figure 9.11)
- Click on on the bottom right to export the contact details into vCard format (Figure 9.11)
- A message box will pop up asking whether to open it with Microsoft Outlook e-mail (or other application) or save the file (Figure 9.12)
- If you choose to open with Microsoft Outlook, the contact will be saved into your Outlook Contact (Figure 9.13)
- If you choose to save the vCard file, by default, the file name will be saved as **firstname_lastname.vcf** (Figure 9.14).

Figure 9. 9: Selecting your company's contact to be exported into vCard/ Outlook contact

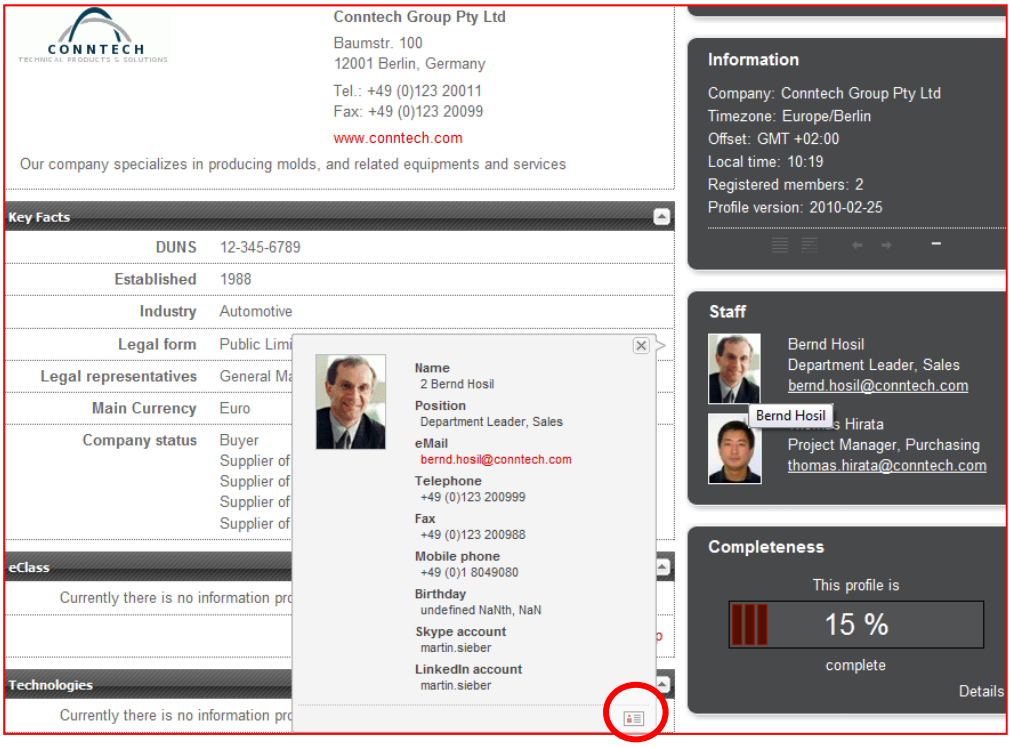

Figure 9. 10: Exporting your contact into vCard/ Outlook contact

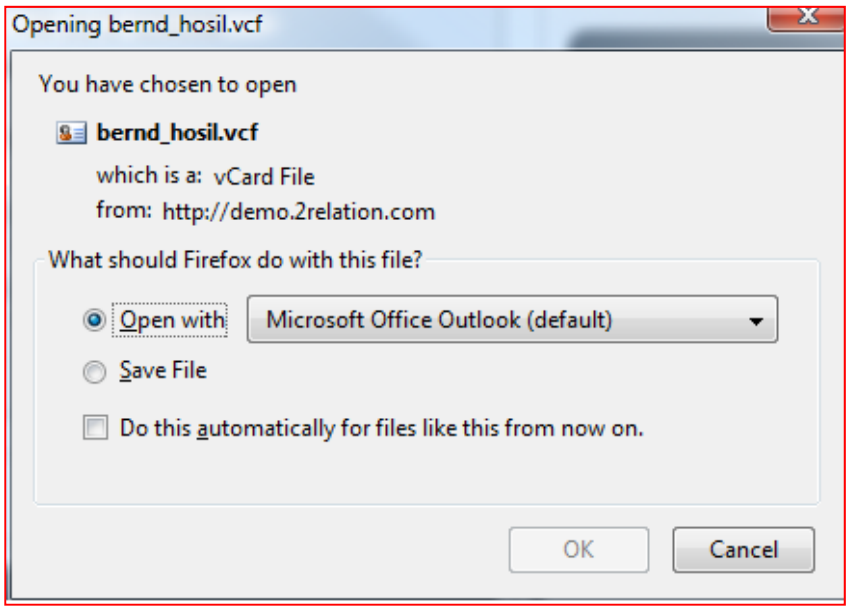

Figure 9. 11: Selecting option of exporting contact

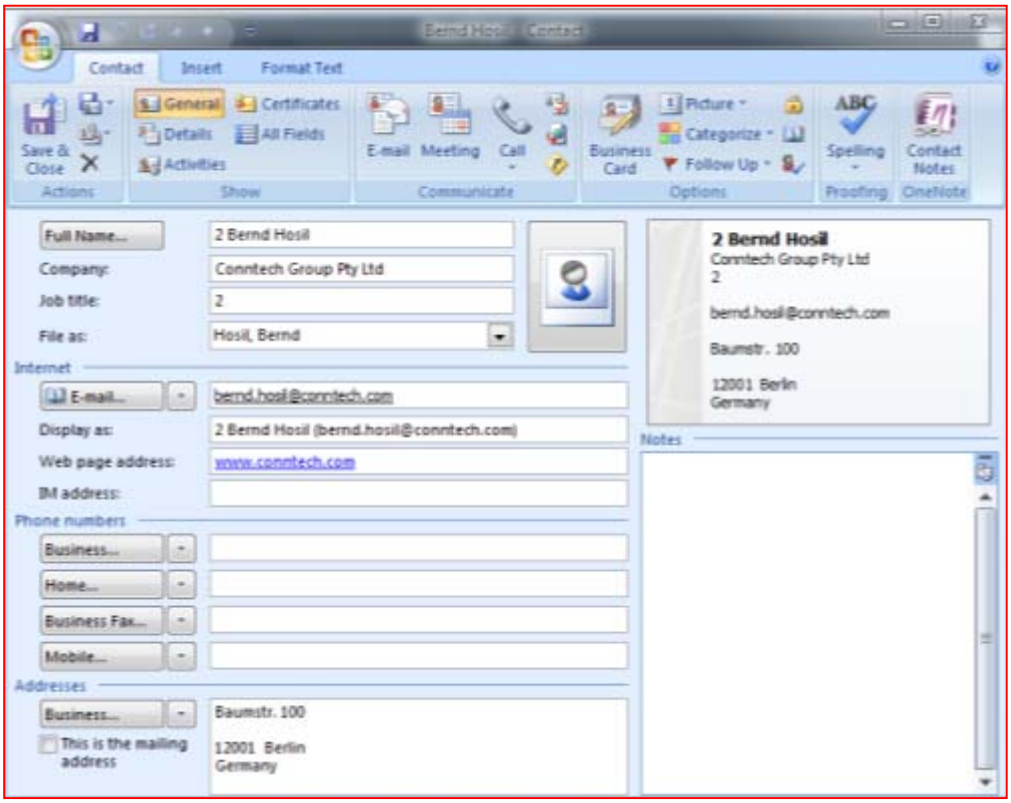

Figure 9. 12: Exporting 2relation contact into Outlook contact

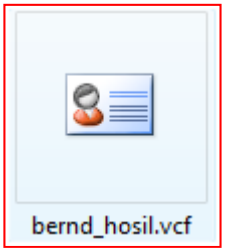

Figure 9. 13: Exporting 2relation contact into vCard file

11 User Control Panel settings

If your decimal separator is comma (,) instead of dot (.) and your thousands separator is dot (.) instead of comma (,), you can change the settings in your **User Control Panel** (**UCP**). In addition to separators, **UCP** allows you to change your User Profile, language used, date / time format, timezone, and password.

To change your decimal and thousands separators and timezone, follow the steps below:

- Log on to 2relation.com platform using your account
- Click on drop down button next to your name. Then, click on '**User Control Panel**' (Figure 11.1)
- Hover your mouse in the Decimal / Thousands Separator fieldtext until button appears (Figure 11.2)
- Click on button (pencil button) to enter into edit mode (Figure 11.3)
- Click on drop-down menu selection, and choose dot [.] for Decimal separator. Repeat the same process for Thousands separator (Figure 11.4)
- Click on button (check button) to save changes made
- Log out and log into 2relation.com to apply the changes.

Figure 11. 1: User Control Panel menu

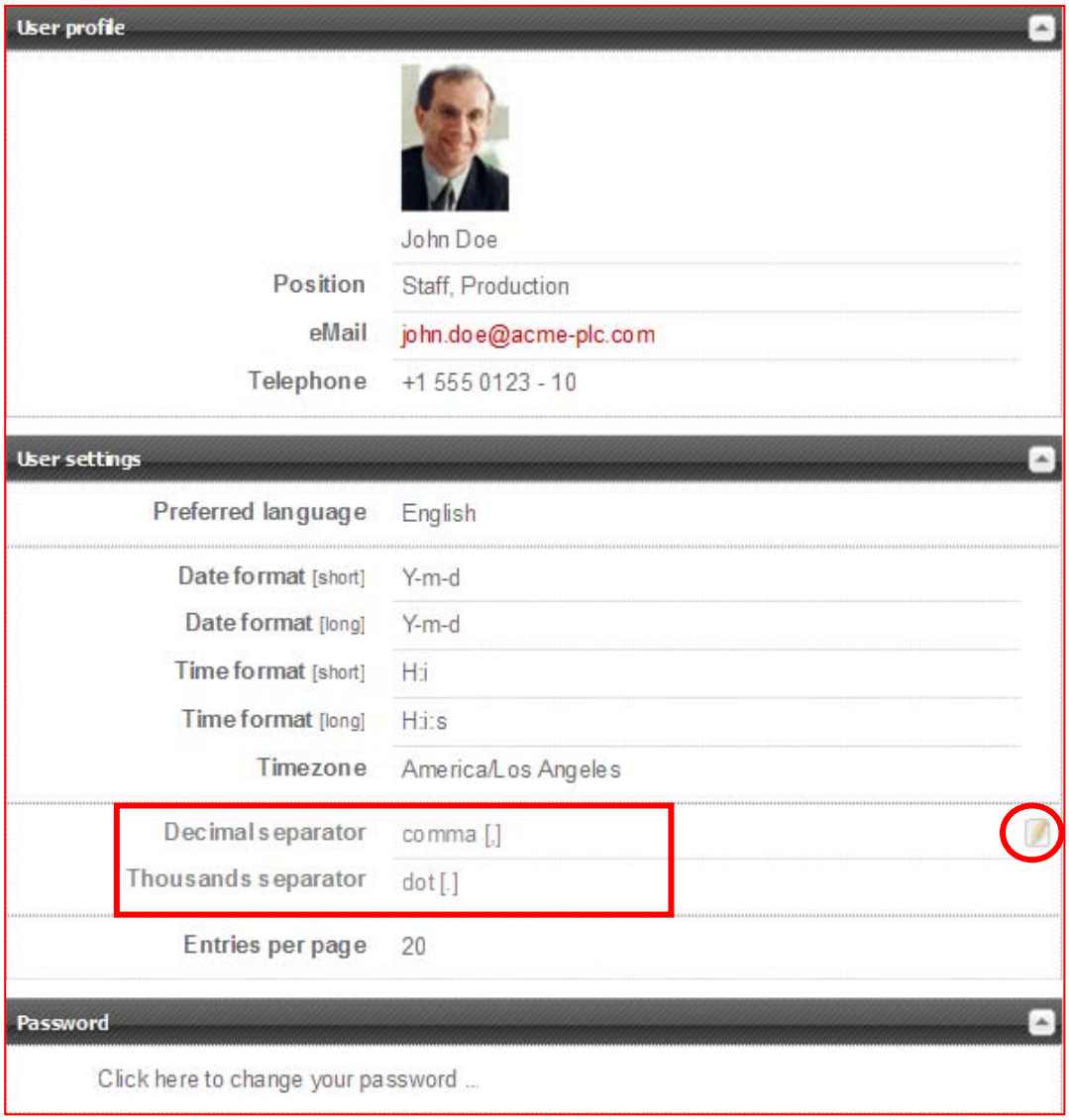

Figure 11. 2: User settings in UCP

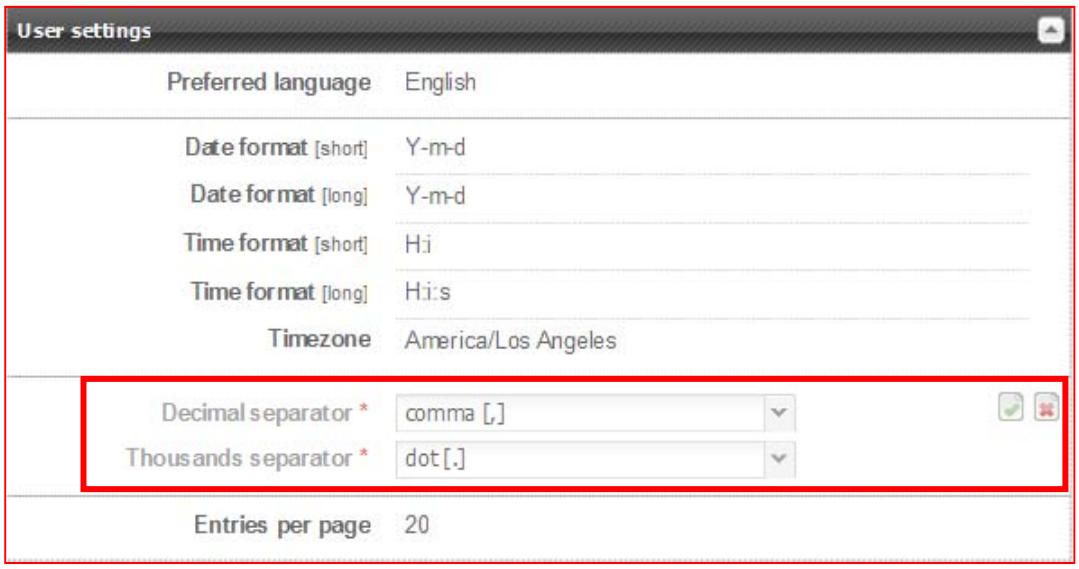

Figure 11. 3: Changing Decimal and Thousands separators

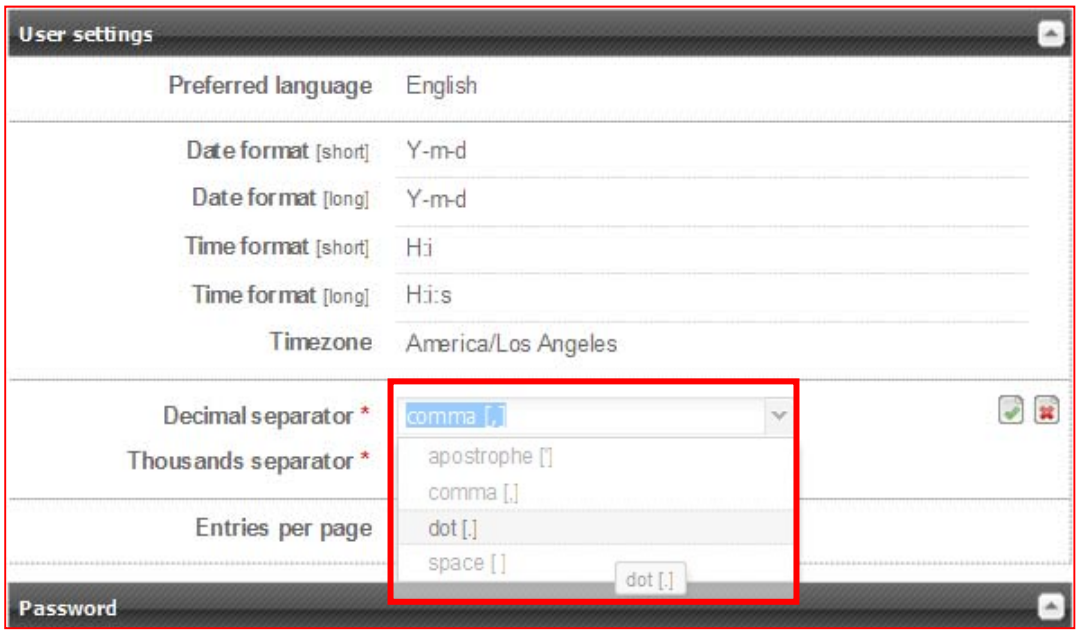

Figure 11. 4: Drop-down menu selection of Decimal separator

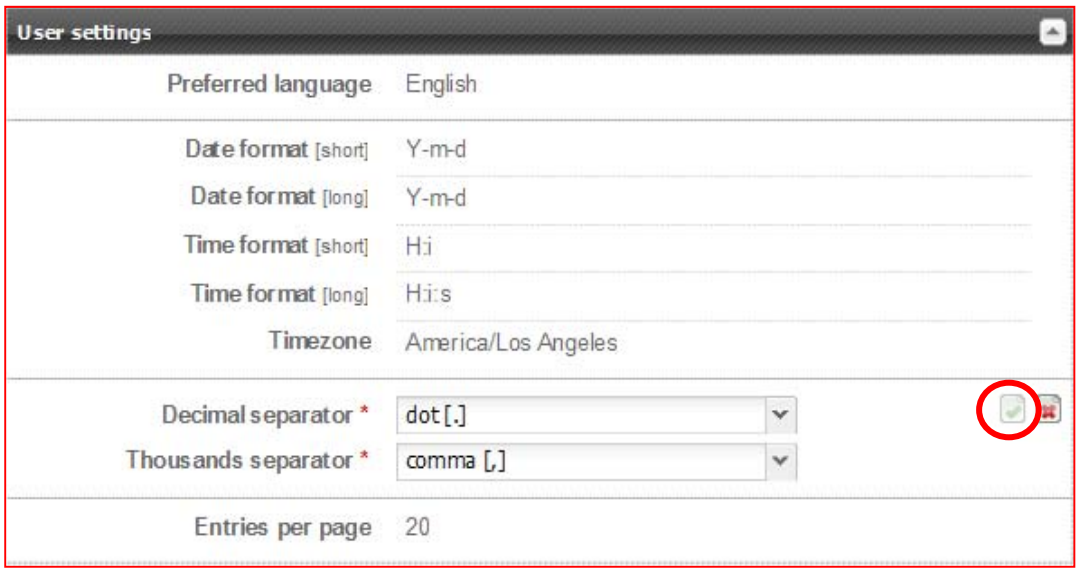

Figure 11. 5: Save changes

12 Office and contacts

- Our main support e-mail is onlinesupport@2relation.com.
- Our support phones are:
  - Singapore: +65 65628060
  - China: +86-755-86243598
  - Europe: +43-1-8041050
  - USA: +1-6469185113

-End-